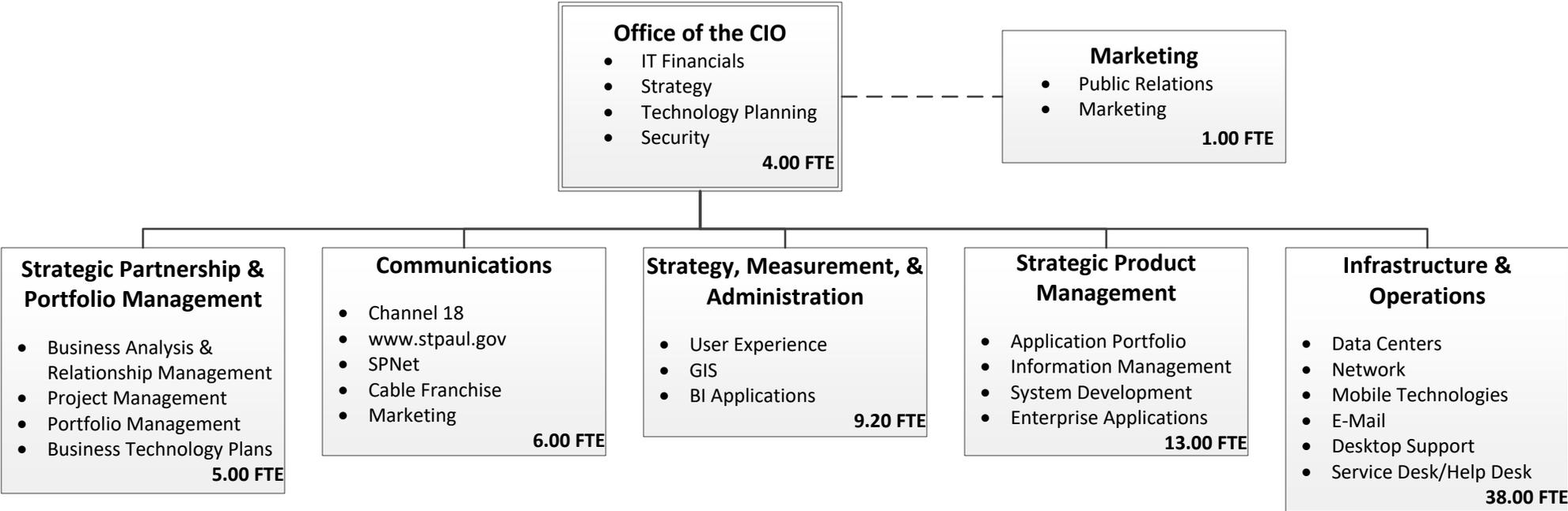


Office of Technology and Communication

***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 76.20 FTE)

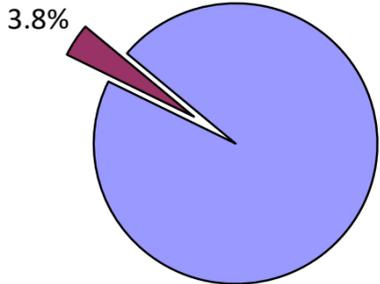
2020 Adopted Budget Office of Technology and Communications

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: \$ 12,200,188
- Total Special Fund Budget: \$ 1,341,000
- Total FTEs: 76.20
- 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

2020 Adopted Budget
Office of Technology and Communications

Fiscal Summary

	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2019 Adopted FTE</u>	<u>2020 Adopted FTE</u>
Spending							
100: General Fund	11,475,551	12,127,769	12,200,188	72,419	0.6%	76.00	76.20
200: City Grants	-	-	50,000	50,000	-	-	-
211: General Government Special Projects	1,149,038	1,291,000	1,291,000	-	0.0%	-	-
Total	12,624,589	13,418,769	13,541,188	122,419	0.9%	76.00	76.20
Financing							
100: General Fund	3,218,118	3,295,114	3,195,114	(100,000)	-3.0%		
200: City Grants	-	-	50,000	50,000	-		
211: General Government Special Projects	942,191	1,291,000	1,291,000	-	0.0%		
Total	4,160,309	4,586,114	4,536,114	(50,000)	-1.1%		

Budget Changes Summary

The Office of Technology and Communications (OTC) will continue its work on delivering high quality, secure, and cost-effective information technology solutions in 2020. Through this work, OTC will provide the City with better access to information, allowing leaders to make data-driven policy decisions. Changes in the 2020 budget are due to current service level and revenue adjustments, spending reductions in a few software and support areas, and unspent 2019 grant funding. The 2020 budget also includes \$500,000 of one-time investment in the Technology and Innovation Fund for department priorities in infrastructure, data, digital services, and resource management. This funding is reflected in the General Government Accounts.

100: General Fund**Office of Technology and Communications****Change from 2019 Adopted**

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
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Current Service Level Adjustments

Current service level adjustments for the 2020 proposed budget reflect inflationary increases due to salary and benefits costs, somewhat offset by reductions of line item budgets to better reflect support, membership, and other department needs.

Current service level adjustment growth	265,155	-	0.20
Current service level adjustment reductions	(192,736)	-	-
Subtotal:	<u>72,419</u>	<u>-</u>	<u>0.20</u>

Mayor's Proposed Changes**Franchise Fee Revenue**

Based on updated estimates, the 2020 budget includes a decrease in cable franchise fee revenue.

Franchise fee revenue	-	(100,000)	-
Subtotal:	<u>-</u>	<u>(100,000)</u>	<u>-</u>

Fund 100 Budget Changes Total

	<u>72,419</u>	<u>(100,000)</u>	<u>0.20</u>
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200: City Grants**Office of Technology and Communications**

This budget reflects a grant from the Knight Foundation for OTC's Tech For All Initiative

Change from 2019 Adopted

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
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Adopted Changes**Grant Updates**

The budget for the Knight Foundation grant was unspent in 2019 and carried forward into 2020.

Knight Foundation	50,000	50,000	-
Subtotal:	<u>50,000</u>	<u>50,000</u>	<u>-</u>

Fund 200 Budget Changes Total

	<u>50,000</u>	<u>50,000</u>	<u>-</u>
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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 2019 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2019 Adopted Budget		-	-	-
		<hr/>	<hr/>	<hr/>
Subtotal:		-	-	-
		<hr/>	<hr/>	<hr/>
Fund 211 Budget Changes Total		-	-	-

Spending Reports

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

Department: **TECHNOLOGY AND COMMUNICATIONS**

Budget Year: **2020**

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<u>Spending by Fund</u>					
CITY GENERAL FUND	11,613,775	11,475,551	12,127,769	12,200,188	72,418
CITY GRANTS				50,000	50,000
GENERAL GOVT SPECIAL PROJECTS	1,118,291	1,149,038	1,291,000	1,291,000	
TOTAL SPENDING BY FUND	12,732,066	12,624,589	13,418,769	13,541,188	122,418
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE	8,043,758	7,591,529	8,883,541	9,122,722	239,180
SERVICES	4,288,701	4,583,552	4,004,147	2,529,672	(1,474,475)
MATERIALS AND SUPPLIES	399,607	439,509	521,884	1,879,559	1,357,675
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY		10,000			
OTHER FINANCING USES			8,997	9,035	38
TOTAL SPENDING BY MAJOR ACCOUNT	12,732,066	12,624,589	13,418,769	13,541,188	122,418
<u>Financing by Major Account</u>					
TAXES	2,646,844	2,459,192	2,450,000	2,350,000	(100,000)
CHARGES FOR SERVICES	526,406	509,640	604,564	604,564	
MISCELLANEOUS REVENUE	1,412,622	957,971	1,215,500	1,215,500	
OTHER FINANCING SOURCES	275,098	233,506	316,050	366,050	50,000
TOTAL FINANCING BY MAJOR ACCOUNT	4,860,970	4,160,309	4,586,114	4,536,114	(50,000)

CITY OF SAINT PAUL
Spending Plan by Department

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Department: TECHNOLOGY AND COMMUNICATIONS
Fund: CITY GENERAL FUND

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Spending by Major Account					
EMPLOYEE EXPENSE	8,043,758	7,591,529	8,883,541	9,122,722	239,180
SERVICES	3,181,585	3,450,694	2,810,147	1,285,672	(1,524,475)
MATERIALS AND SUPPLIES	388,432	433,329	424,884	1,782,559	1,357,675
ADDITIONAL EXPENSES			200	200	
OTHER FINANCING USES			8,997	9,035	38
Total Spending by Major Account	11,613,775	11,475,551	12,127,769	12,200,188	72,418
Spending by Accounting Unit					
10016100 APPLICATION DEVELOPMENT & SUPPC	342,632	458,342	309,540	309,528	(13)
10016200 COMMUNICATIONS SECTION	211,690	136,423	96,712	62,834	(33,878)
10016300 TECHNOLOGY ADMINISTRATION	8,610,505	8,104,042	9,142,916	9,565,664	422,748
10016305 INFRASTRUCTURE AND OPERATIONS	2,119,818	2,427,068	2,210,210	2,100,810	(109,400)
10016320 TECHNOLOGY SERVICES NON CITY	205,593	217,673	218,162	6,791	(211,371)
10016400 MARKETING	123,537	132,003	150,229	154,561	4,332
Total Spending by Accounting Unit	11,613,775	11,475,551	12,127,769	12,200,188	72,418

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

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

Budget Year: **2020**

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Spending by Major Account					
SERVICES				50,000	50,000
Total Spending by Major Account				50,000	50,000
Spending by Accounting Unit					
20016315 TECHNOLOGY INITIATIVES GRANTS				50,000	50,000
Total Spending by Accounting Unit				50,000	50,000

CITY OF SAINT PAUL
Spending Plan by Department

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

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Spending by Major Account					
SERVICES	1,107,116	1,132,859	1,194,000	1,194,000	
MATERIALS AND SUPPLIES	11,175	6,180	97,000	97,000	
CAPITAL OUTLAY		10,000			
Total Spending by Major Account	1,118,291	1,149,038	1,291,000	1,291,000	
Spending by Accounting Unit					
21116210 COUNCIL CHAMBER TECHNOLOGY	290	63,631	69,000	69,000	
21116215 PEG GRANTS	1,118,001	1,085,407	1,222,000	1,222,000	
Total Spending by Accounting Unit	1,118,291	1,149,038	1,291,000	1,291,000	

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: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
40870-0	CABLE TV	2,646,844	2,459,192	2,450,000	2,350,000	(100,000)
TOTAL FOR TAXES		2,646,844	2,459,192	2,450,000	2,350,000	(100,000)
44190-0	MISCELLANEOUS FEES	10,985				
44299-0	OTHER SALES		53			
44520-0	INSTITUTIONAL NETWORK USER FEE			32,500	32,500	
44525-0	CABLE TV SERVICES	16,750	9,548	12,500	12,500	
51170-0	TECHNOLOGY SERVICES	28,245	26,021	58,218	58,218	
51172-0	PC REPLACEMENT DEPT SHARE	470,426	474,019	501,346	501,346	
TOTAL FOR CHARGES FOR SERVICES		526,406	509,640	604,564	604,564	
55505-0	OUTSIDE CONTRIBUTION DONATIONS			12,000	12,000	
55515-0	COUNTY SHARE OF COST	20,200	15,500			
55845-0	JURY DUTY PAY		280			
TOTAL FOR MISCELLANEOUS REVENUE		20,200	15,780	12,000	12,000	
56225-0	TRANSFER FR SPECIAL REVENUE FU	37,674	149,007	34,862	34,862	
56245-0	TRANSFER FR INTERNAL SERVICE F	237,424	84,499	193,688	193,688	
TOTAL FOR OTHER FINANCING SOURCES		275,098	233,506	228,550	228,550	
TOTAL FOR CITY GENERAL FUND		3,468,548	3,218,118	3,295,114	3,195,114	(100,000)

CITY OF SAINT PAUL
Financing by Company and Department

Company: CITY OF SAINT PAUL
 Department: TECHNOLOGY AND COMMUNICATIONS
 Fund: CITY GRANTS

Budget Year: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
59910-0	USE OF FUND EQUITY				50,000	50,000
TOTAL FOR OTHER FINANCING SOURCES					50,000	50,000
TOTAL FOR CITY GRANTS					50,000	50,000

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: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
55515-0	COUNTY SHARE OF COST	69,000	34,500	34,500	34,500	
55550-0	PRIVATE GRANTS	1,323,422	907,691	1,169,000	1,169,000	
55560-0	PORT AUTHORITY DEBT COST					
TOTAL FOR MISCELLANEOUS REVENUE		1,392,422	942,191	1,203,500	1,203,500	
59910-0	USE OF FUND EQUITY			87,500	87,500	
TOTAL FOR OTHER FINANCING SOURCES				87,500	87,500	
TOTAL FOR GENERAL GOVT SPECIAL PROJECTS		1,392,422	942,191	1,291,000	1,291,000	
TOTAL FOR TECHNOLOGY AND COMMUNICATIONS		4,860,970	4,160,309	4,586,114	4,536,114	(50,000)

CITY OF SAINT PAUL
Financing Plan by Department

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

Budget Year: **2020**

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Financing by Major Account					
TAXES	2,646,844	2,459,192	2,450,000	2,350,000	(100,000)
CHARGES FOR SERVICES	526,406	509,640	604,564	604,564	
MISCELLANEOUS REVENUE	20,200	15,780	12,000	12,000	
OTHER FINANCING SOURCES	275,098	233,506	228,550	228,550	
Total Financing by Major Account	3,468,548	3,218,118	3,295,114	3,195,114	(100,000)
Financing by Accounting Unit					
10016200 COMMUNICATIONS SECTION	2,694,779	2,484,240	2,474,500	2,374,500	(100,000)
10016205 INSTITUTIONAL NETWORK			32,500	32,500	
10016300 TECHNOLOGY ADMINISTRATION	199,916	140,476	190,072	190,072	
10016305 INFRASTRUCTURE AND OPERATIONS	573,853	593,403	598,042	598,042	
Total Financing by Accounting Unit	3,468,548	3,218,118	3,295,114	3,195,114	(100,000)

CITY OF SAINT PAUL
Financing Plan by Department

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

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Financing by Major Account					
OTHER FINANCING SOURCES				50,000	50,000
Total Financing by Major Account				50,000	50,000
Financing by Accounting Unit					
20016315 TECHNOLOGY INITIATIVES GRANTS				50,000	50,000
Total Financing by Accounting Unit				50,000	50,000

CITY OF SAINT PAUL
Financing Plan by Department

Department: TECHNOLOGY AND COMMUNICATIONS
Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
Financing by Major Account					
MISCELLANEOUS REVENUE	1,392,422	942,191	1,203,500	1,203,500	
OTHER FINANCING SOURCES			87,500	87,500	
Total Financing by Major Account	1,392,422	942,191	1,291,000	1,291,000	
Financing by Accounting Unit					
21116210 COUNCIL CHAMBER TECHNOLOGY	69,000	34,500	69,000	69,000	
21116215 PEG GRANTS	1,323,422	907,691	1,222,000	1,222,000	
Total Financing by Accounting Unit	1,392,422	942,191	1,291,000	1,291,000	