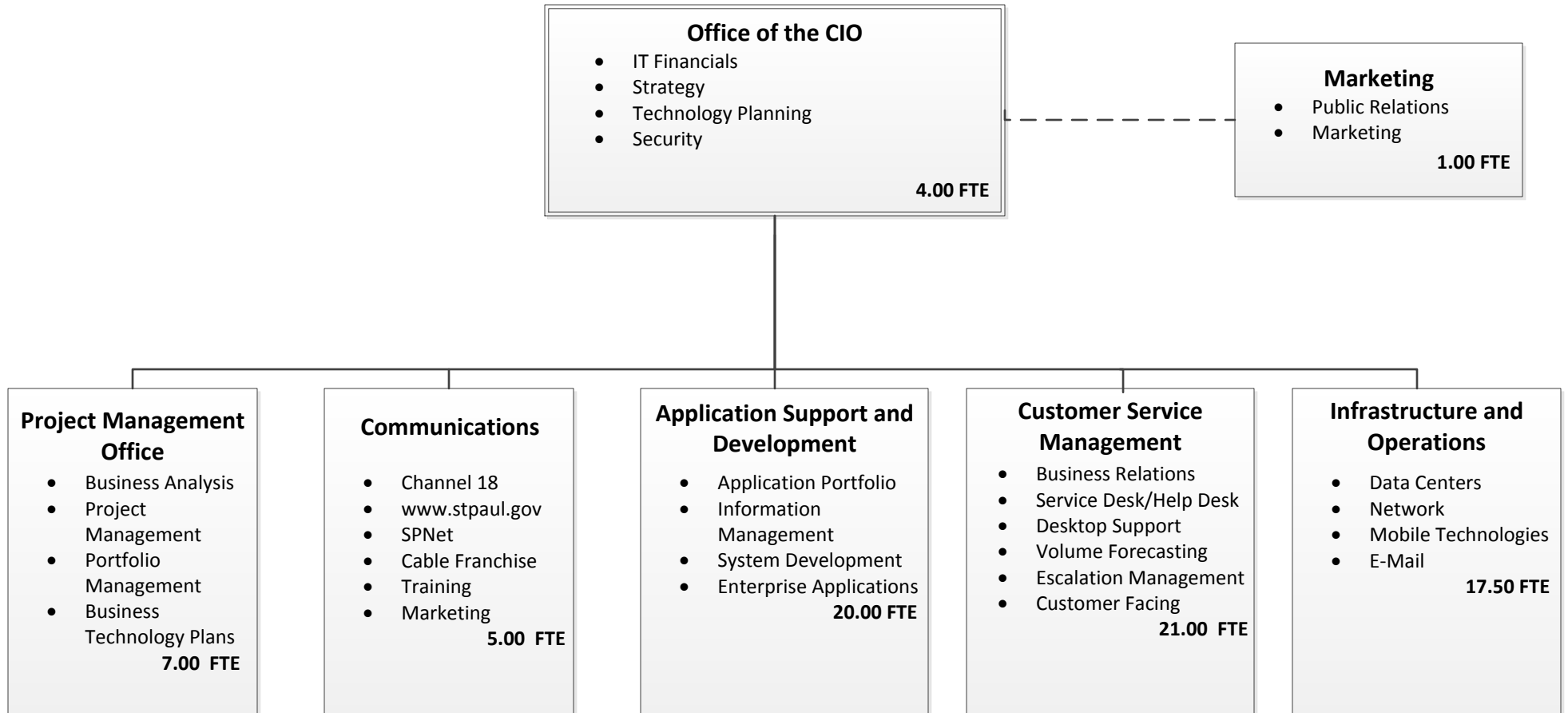


# Office of Technology and Communications

***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 75.50 FTE)

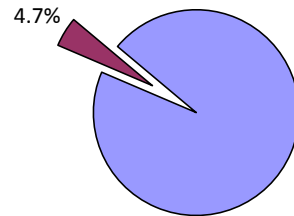
**2016 Adopted Budget**  
**Office of Technology and Communications**

**Department Description:**

We support the business needs of the City of Saint Paul, foster government innovation, and enhance the lives of the residents of the most livable city in America by delivering high quality, secure, and cost effective information technology solutions.

- **Office of the CIO:** Tasked with coordination and strategic planning for all sections of the department. The Office of the CIO also includes the city's first Information Security Office function.
- **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.

**OTC Portion of General Fund Spending**



**Department Facts**

- Total General Fund Budget: \$11,327,387
- Total Special Fund Budget: \$449,000
- 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 2014
- Received 25,148 new service requests, and resolved 97.5%
- Produced 237 videos for a variety of agencies
- Supported and managed local and wide area network for more than 100 locations.

**Department Goals**

- Enable the business of Government
- Deliver excellent customer service
- Be an employer of choice
- Operate efficiently

**Recent Accomplishments**

- **COMET:** Deployed Human Resources Employee Self Service (ESS).
- **TASS:** Enhancement of the Time Attendance Scheduling Software.
- **Communication and Collaboration:** Adoption of Office 365 Government Community Cloud.
- **Server Virtualization:** Increased adoption of server virtualization and cloud based infrastructure services.
- **AMANDA Mobile Enablement:** Mobile workforce capability to provide easy access to field inspection application from anywhere live.
- **Chief Information Security Officer:** Established Chief Information Security Officer role to oversee Saint Paul Security Program.
- **Project and Portfolio Management:** Created formal intake process with prioritization and organization transparency for all technology projects.
- **Right Track Application:** Developed an application to facilitate the hiring process for the Right Track youth program.

## 2016 Adopted Budget

### Office of Technology and Communications

#### Fiscal Summary

	2014 Actual	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
<b>Spending</b>							
100: General Fund	11,412,298	11,071,470	11,327,387	255,917	2.3%	75.50	75.50
211: General Government Special Projects	34,862	191,000	449,000	258,000	135.1%	-	-
<b>Total</b>	<b>11,447,160</b>	<b>11,262,470</b>	<b>11,776,387</b>	<b>513,917</b>	<b>4.6%</b>	<b>75.50</b>	<b>75.50</b>
<b>Financing</b>							
100: General Fund	3,309,839	3,344,085	3,580,332	236,247	7.1%		
211: General Government Special Projects	108,121	191,000	449,000	258,000	135.1%		
<b>Total</b>	<b>3,417,960</b>	<b>3,535,085</b>	<b>4,029,332</b>	<b>494,247</b>	<b>14.0%</b>		

#### Budget Changes Summary

The Office of Technology and Communications (OTC) will begin a business intelligence initiative in 2016. Through this investment, OTC will provide departments with better access to data generated from the City's disparate computer systems. Better access to interrelated data will allow city leaders to make data-driven policy decisions.

The special fund budget includes resources to upgrade equipment in the Council chambers.

**100: General Fund**

**Office of Technology and Communications**

**Change from 2015 Adopted**

**Spending      Financing      FTE**

**Current Service Level Adjustments**

	130,917	-	-
Subtotal:	<u>130,917</u>	<u>-</u>	<u>-</u>

**Mayor's Proposed Changes**

**Business Intelligence Initiative**

The 2016 budget provides funding for OTC to begin a business intelligence initiative through the investment in a data management portal. This will allow departments to more easily access data to create reports and dashboards, and allow for more robust data-driven decision-making throughout the city.

Data portal	100,000	-	-
Subtotal:	<u>100,000</u>	<u>-</u>	<u>-</u>

**Franchise Fee Audit**

OTC will conduct an audit of cable franchise fee revenue. An audit will ensure that Comcast has correctly paid franchise fees from 2011 through 2014. It is projected that sufficient revenue to cover the cost of the audit will be recovered.

Franchise fee audit	25,000	25,000	-
Subtotal:	<u>25,000</u>	<u>25,000</u>	<u>-</u>

**Revenue Adjustments**

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 2016 budget incorporates increases to those revenues to reflect recent trends and department plans for 2016.

Internal service revenues	-	187,675	-
Cable franchise fee revenue	-	23,572	-
Subtotal:	<u>-</u>	<u>211,247</u>	<u>-</u>

**Fund 100 Budget Changes Total**

<u>255,917</u>	<u>236,247</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.

**Change from 2015 Adopted****Spending      Financing      FTE****Adopted Changes****Funds Carrying Forward**

In 2016, OTC will upgrade cable studio equipment using a funding source dedicated to studio improvements. Unspent resources from prior years will be carried forward in the 2016 budget.

Equipment replacement funds

258,000

258,000

-

Subtotal:

258,000

258,000

-

**Fund 211 Budget Changes Total**

258,000

258,000

-

# **Spending Reports**

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

Department: **TECHNOLOGY AND COMMUNICATIONS**

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Adopted</b>	<b>Change From 2015 Adopted</b>
<b><u>Spending by Fund</u></b>					
CITY GENERAL FUND	11,668,669	11,412,298	11,071,470	11,327,387	255,917
GENERAL GOVT SPECIAL PROJECTS	25,542	34,862	191,000	449,000	258,000
<b>TOTAL SPENDING BY FUND</b>	<b>11,694,211</b>	<b>11,447,160</b>	<b>11,262,470</b>	<b>11,776,387</b>	<b>513,917</b>
<b><u>Spending by Major Account</u></b>					
EMPLOYEE EXPENSE	6,965,830	7,324,198	7,893,601	8,066,365	172,764
SERVICES	4,306,552	3,484,289	2,706,090	2,998,766	292,676
MATERIALS AND SUPPLIES	228,915	493,676	321,816	630,056	308,240
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY	47,918		304,000	81,000	(223,000)
DEBT SERVICE			36,763		(36,763)
OTHER FINANCING USES	144,997	144,997			
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>11,694,211</b>	<b>11,447,160</b>	<b>11,262,470</b>	<b>11,776,387</b>	<b>513,917</b>
<b><u>Financing by Major Account</u></b>					
TAXES	2,449,568	2,495,891	2,450,000	2,498,572	48,572
CHARGES FOR SERVICES	339,603	550,063	261,442	731,343	469,901
MISCELLANEOUS REVENUE	630,201	111,354	115,500	115,500	
OTHER FINANCING SOURCES	343,159	260,652	708,143	683,917	(24,226)
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>3,762,531</b>	<b>3,417,960</b>	<b>3,535,085</b>	<b>4,029,332</b>	<b>494,247</b>

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

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

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Adopted</b>	<b>Change From 2015 Adopted</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	6,965,830	7,324,198	7,893,601	8,066,365	172,764
SERVICES	4,300,677	3,459,811	2,706,090	2,843,766	137,676
MATERIALS AND SUPPLIES	221,477	483,292	269,816	417,056	147,240
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY	35,688		165,000		(165,000)
DEBT SERVICE			36,763		(36,763)
OTHER FINANCING USES	144,997	144,997			
<b>Total Spending by Major Account</b>	<b>11,668,669</b>	<b>11,412,298</b>	<b>11,071,470</b>	<b>11,327,387</b>	<b>255,917</b>
<b>Spending by Accounting Unit</b>					
10016100 APPLICATION DEVELOPMENT & SUPPC	544,847	374,607	384,598	344,481	(40,117)
10016200 COMMUNICATIONS SECTION	630,675	585,749	532,323	146,896	(385,427)
10016205 INSTITUTIONAL NETWORK	5,674	8,245	12,082		(12,082)
10016300 TECHNOLOGY ADMINISTRATION	6,524,052	6,911,238	7,292,271	8,343,064	1,050,793
10016305 INFRASTRUCTURE AND OPERATIONS	3,494,501	3,146,709	2,508,997	2,168,201	(340,796)
10016315 TECHNOLOGY INITIATIVES	8,199	2,848			
10016320 TECHNOLOGY SERVICES NON CITY	297,699	236,624	216,442	202,029	(14,413)
10016400 MARKETING	163,021	146,279	124,757	122,716	(2,041)
<b>Total Spending by Accounting Unit</b>	<b>11,668,669</b>	<b>11,412,298</b>	<b>11,071,470</b>	<b>11,327,387</b>	<b>255,917</b>



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

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

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Adopted</b>	<b>Change From 2015 Adopted</b>
<b>Spending by Major Account</b>					
SERVICES	5,874	24,479		155,000	155,000
MATERIALS AND SUPPLIES	7,438	10,384	52,000	213,000	161,000
CAPITAL OUTLAY	12,229		139,000	81,000	(58,000)
<b>Total Spending by Major Account</b>	<b>25,542</b>	<b>34,862</b>	<b>191,000</b>	<b>449,000</b>	<b>258,000</b>
<b>Spending by Accounting Unit</b>					
21116210 COUNCIL CHAMBER TECHNOLOGY	6,963	1,444	69,000	218,000	149,000
21116215 PEG GRANTS	18,579	8,947	122,000	231,000	109,000
21116220 COMMUNITY FIBER NETWORK		24,472			
<b>Total Spending by Accounting Unit</b>	<b>25,542</b>	<b>34,862</b>	<b>191,000</b>	<b>449,000</b>	<b>258,000</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: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
40870-0	CABLE TV	2,449,568	2,495,891	2,450,000	2,498,572	48,572
<b>TOTAL FOR TAXES</b>		<b>2,449,568</b>	<b>2,495,891</b>	<b>2,450,000</b>	<b>2,498,572</b>	<b>48,572</b>
44520-0	INSTITUTIONAL NETWORK USER FEE			32,500	32,500	
44525-0	CABLE TV SERVICES	10,514	9,941	12,500	12,500	
44590-0	MISCELLANEOUS SERVICES	329,088	119,687			
51170-0	TECHNOLOGY SERVICES		15,734	216,442	202,263	(14,179)
51172-0	PC REPLACEMENT DEPT SHARE		404,701		484,080	484,080
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>339,603</b>	<b>550,063</b>	<b>261,442</b>	<b>731,343</b>	<b>469,901</b>
55505-0	OUTSIDE CONTRIBUTION DONATIONS	12,300		12,000	12,000	
55515-0	COUNTY SHARE OF COST		3,200			
55915-0	OTHER MISC REVENUE	511,181	33			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>523,481</b>	<b>3,233</b>	<b>12,000</b>	<b>12,000</b>	
56220-0	TRANSFER FR GENERAL FUND			237,264		(237,264)
56225-0	TRANSFER FR SPECIAL REVENUE FU	182,642	32,508	220,030	147,963	(72,067)
56245-0	TRANSFER FR INTERNAL SERVICE F	159,331	228,144	163,349	190,454	27,105
58101-0	SALE OF CAPITAL ASSET	1,186				
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>343,159</b>	<b>260,652</b>	<b>620,643</b>	<b>338,417</b>	<b>(282,226)</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>3,655,811</b>	<b>3,309,839</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</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: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
55515-0	COUNTY SHARE OF COST	34,500	34,500	34,500	34,500	
55550-0	PRIVATE GRANTS	72,220	73,621	69,000	69,000	
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>106,720</b>	<b>108,121</b>	<b>103,500</b>	<b>103,500</b>	
59910-0	USE OF FUND EQUITY			87,500	345,500	258,000
<b>TOTAL FOR OTHER FINANCING SOURCES</b>				<b>87,500</b>	<b>345,500</b>	<b>258,000</b>
<b>TOTAL FOR GENERAL GOVT SPECIAL PROJECTS</b>		<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>449,000</b>	<b>258,000</b>
<b>TOTAL FOR TECHNOLOGY AND COMMUNICATIONS</b>		<b>3,762,531</b>	<b>3,417,960</b>	<b>3,535,085</b>	<b>4,029,332</b>	<b>494,247</b>

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

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

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Adopted</b>	<b>Change From 2015 Adopted</b>
<b>Financing by Major Account</b>					
TAXES	2,449,568	2,495,891	2,450,000	2,498,572	48,572
CHARGES FOR SERVICES	339,603	550,063	261,442	731,343	469,901
MISCELLANEOUS REVENUE	523,481	3,233	12,000	12,000	
OTHER FINANCING SOURCES	343,159	260,652	620,643	338,417	(282,226)
<b>Total Financing by Major Account</b>	<b>3,655,811</b>	<b>3,309,839</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</b>
<b>Financing by Accounting Unit</b>					
10016200 COMMUNICATIONS SECTION	2,472,526	2,509,032	2,474,500	2,523,072	48,572
10016205 INSTITUTIONAL NETWORK	40,883	62,149	32,500	32,500	
10016300 TECHNOLOGY ADMINISTRATION	164,190	262,263	181,878	250,099	68,221
10016305 INFRASTRUCTURE AND OPERATIONS	690,166	476,395	438,765	572,398	133,633
10016320 TECHNOLOGY SERVICES NON CITY	288,045		216,442	202,263	(14,179)
<b>Total Financing by Accounting Unit</b>	<b>3,655,811</b>	<b>3,309,839</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</b>

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

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

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Adopted</b>	<b>Change From 2015 Adopted</b>
<b>Financing by Major Account</b>					
MISCELLANEOUS REVENUE	106,720	108,121	103,500	103,500	
OTHER FINANCING SOURCES			87,500	345,500	258,000
<b>Total Financing by Major Account</b>	<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>449,000</b>	<b>258,000</b>
<b>Financing by Accounting Unit</b>					
21116210 COUNCIL CHAMBER TECHNOLOGY	70,610	71,311	69,000	218,000	149,000
21116215 PEG GRANTS	36,110	36,811	122,000	231,000	109,000
<b>Total Financing by Accounting Unit</b>	<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>449,000</b>	<b>258,000</b>