



Request for Council Committee Action from the Office of the City Clerk & the Business Information Services Department

Date: December 16, 2010

To: The Honorable Council Vice President Robert Lilligren
Chair, Committee of the Whole

Subject: Public Website Upgrade (Site Studio)

Recommendation: Authorize the Finance Officer to rollover unspent funds (\$30,000) from the 2010 City Clerk's Office budget to Business Information Services Department as a one-time appropriation for the 2011 budget to assist with a public web site upgrade.

Prepared by: Tina Sanz, Interim Assistant City Clerk Approved by: Casey Joe Carl, City Clerk Presenters in Committee: Casey Joe Carl, City Clerk, and Beth Cousins, Interim Chief Information Officer

Financial Impact: No financial impact.

Supporting Information: The Clerk's Office requests authorization to rollover \$30,000 from its budget (001002600114) to the BIS Department (CLIC project fund C880F8672) as a one-time appropriation for the 2011 budget year to fund a public web site upgrade. The City is migrating to the latest content management system software Oracle Site Studio. The City currently uses Oracle Content Publisher to manage and publish web content to the City's internal and external public web sites. By year's end, Content Publisher will be deprecated and software support will cease.

The conversion of the internal website (City Talk) is nearly complete. Converting the external website is the next phase to be started in 2011 with appropriate funding. This conversion to Site Studio provides the necessary foundation to enhance the City's website, which will enable and improve e-government services, access, and outreach capacity. This upgrade is part of a larger project to fully leverage enterprise content management.

Under the City's Financial Policy, the Finance Officer is authorized to encumber funds and is responsible for certifying that an encumbrance is valid at the end of the fiscal year. Additionally, the Finance Officer may reject carryover based on the financial health of the fund or extenuating circumstances. This does not impact the requirement for a formal Request for Proposal for contracts over \$50,000. Encumbrances must meet the following criteria:

- 1) a valid encumbrance;
- 2) a one-time expenditure (not recurring budget item);
- 3) a purpose consistent with the department's business plan;
- 4) the budget year appropriation balance available for the encumbered item and City of Minneapolis - Financial Policies 98 2010 Revised Budget
- 5) the financial position of the fund (status of the fund relative to work out plans whether the fund's spending in the preceding year had expense in excess of revenue).

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Business Information Services

Public Website Upgrade

- City's Web publishing software went out of support
- New software, *Site Studio*, necessitated conversion of CityTalk & Public Website

Status

- CityTalk conversion complete, (June – December)
- Public Website conversion not complete
 - 41,000 documents (5 times the effort of CityTalk)
 - 9-month timeline with consultant and automation tools
 - 2 to 4 years timeline without consultant and automation tools

Productivity & efficiency gains

- Easier for City staff to edit and publish Web content
- Simplified Website maintenance
- Faster publishing of Web pages
- Re-use of content – one page from multiple links

Architecture & functionality improvements

- Improved navigational tools for users
- Approval workflows for departments
- Backbone for future Web re-design

One-time use of funds benefits all 19 City departments

■ Resource

- No City resources available to do conversion
- Department staff will have to maintain 2 systems until Public Web site is converted

■ Funding

- \$30,000 one-time project cost

■ Timeline

- 9-months with contractor and automation tools
- Otherwise, would have to wait for 2012 funding