

**ORDINANCE #65798**  
**Board Bill No. 96**  
**Committee Substitute**

An ordinance recommended by the Board of Estimate and Apportionment pertaining to municipal information technology services; establishing an Information Technology Services Agency, providing for the appointment of an agency director, providing for agency staffing, and providing for the functions and responsibilities of the Information Technology Services Agency; providing funding for the Information Technology Services Agency from funds previously appropriated to the Division of the Budget for the fiscal year ending June 30, 2003; providing for minority and women owned business participation; containing an emergency provision.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE. Established.** There is hereby established an Information Technology Services Agency, hereinafter referred to as the "Agency."

**SECTION TWO. Director; Appointment; Staff.** The Agency shall be headed by an Agency Director, who shall be appointed by the Mayor and approved by the Board of Estimate and Apportionment for a term to run concurrently with the Mayor's term of office, or until his successor is appointed and qualified. The Agency Director shall be responsible directly to the Mayor. The Agency Director shall oversee the work of the Agency and shall appoint and supervise the Agency's personnel pursuant to the civil service provisions of the Charter and ordinances. The Agency Director and staff shall receive compensation in accordance with ordinance provisions.

The Director of the Information Technology Services Agency should possess proven management and strategic planning skills with broad and extensive technical knowledge and experience in information technology, services and systems, understanding of key issues in information management, marketing and business principles, extensive knowledge and experience in connection, transference and transitioning of various types and forms of information and data systems and platforms into a comprehensive and integrated system, as well as demonstrated planning, organizational, and management skills. The qualifications for the Director of Information Technology shall include but not be limited to an appropriate educational background in information systems, relevant information technology expertise, strong management skills and experience in managing a large, multi-function information technology agency, department or company. The Director shall also have financial and administrative experience, leadership ability, innovation, flexibility and effective communications skills.

**SECTION THREE. Functions and responsibilities of Agency.** The Agency shall be responsible for the planning, development, coordination and implementation of timely, reliable, cost-effective municipal technology and information services for use by City government and City employees, citizens and businesses. The Agency shall assume the functions, rights, powers, responsibilities and duties of the Information System Services personnel of the Budget Division.

Within 180 days of the effective date of this ordinance, the Director of the Information Technology Services Agency shall submit to the Board of Estimate and Apportionment for its approval and to the Board of Aldermen for its approval by resolution subsequent to a hearing by the Public Utilities Committee or its successor a comprehensive report outlining proposed operational policies and including an integration plan for various City data and informational systems into an integrated and coordinated system, with an implementation timetable and a management structure for the new Agency.

Such report shall also detail proposed policies for the security and management of informational databases and other electronic file and information systems of the City of St. Louis.

For the first year after the effective date of this Ordinance, the Agency Director shall submit quarterly reports outlining the progress of the development and implementation of such plan and policies to the Board of Estimate and Apportionment for review and approval. Thereafter, on an annual basis concurrent with the submission of the budget report, the Director of the Information Technology Services Agency shall submit a comprehensive report of the state of the city's information infrastructure and operations to the Board of Estimate and Apportionment, along with updated operational policies for the Agency, which shall be subject to approval by the Board of Estimate and Apportionment.

The Board of Estimate and Apportionment shall serve as final arbiter in any dispute between or among offices, agencies and departments of City government with regard to the implementation of the plans and policies of the Information Technology Services Agency.

**SECTION FOUR. Funding.** As recommended by the Board of Estimate and Apportionment, Ordinance No. 65500 is hereby amended to provide funds in the amount of Two Million Two Hundred Sixty-Six Thousand Four Hundred Twenty-Two Dollars (\$2,266,422) for the Information Technology Services Agency from funds previously appropriated to the Division of the Budget for the fiscal year ending June 30, 2003 as detailed in Exhibit A.

**SECTION FIVE. Minority and women owned business participation.** The Information Technology Services Agency hereby adopts participation goals of 25% Minority Business Enterprises and 5% Women Business Enterprises, consistent with the Mayor's Executive Order on Minority and Women's Business Participation. The Agency will include information about minority and women's business participation in the Agency's annual report to the Board of Estimate and Apportionment.

**SECTION SIX. Emergency.** This ordinance being deemed necessary for the immediate preservation of the public peace, health and safety and providing for current expenses of the City government, it is hereby declared to be an emergency measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the City of St. Louis and shall become effective immediately upon its passage and approval by the Mayor.

**Approved: February 14, 2003**

## ORDINANCE NO. 65798 - EXHIBIT A

**EXHIBIT A**  
**Board Bill #96 Committee Substitute**  
**Amendment to Ordinance #65500**  
**(Funding for New Information Technology Services Agency)**

FUND 1010  
 DEPT. 127  
 NAME: Information Technology Services Agency

ACCT	ITEM DESCRIPTION	FROM CURR APROP.	TO	CHANGE
<b>PERSONAL SERVICES</b>				
5101	Salaries Regular Employees	\$0	\$692,662	\$692,662
5112	Salaries - Per Performance Employees	0	4,000	4,000
5136	Employer Social Security Coverage	0	54,825	54,825
5137	Employees Health Insurance	0	47,398	47,398
5138	Employee Retirement Plan	0	60,954	60,954
5142	Employees Life Insurance	0	2,646	2,646
5172	Overtime - Regular Employees	0	20,000	20,000
5197	Reserve for 27th Pay	0	2,424	2,424
<b>MATERIALS AND SUPPLIES</b>				
5235	Office and Computer	0	48,912	48,912
5236	Communications	0	130,760	130,760
5246	Education and Training	0	2,147	2,147
<b>CAPITAL ASSETS</b>				
5535	Office and Computer	0	158,000	158,000
<b>CONTRACTUAL &amp; OTHER SRVCS</b>				
5635	Office and Computer	0	622,660	622,660
5636	Communications	0	48,002	48,002
5645	Travel	0	5,000	5,000
5646	Education and Training	0	25,625	25,625
5648	Membership Fees	0	750	750
5659	Professional Services	0	339,657	339,657
5670	Prior Year Encumbrances	0	0	0
Total		\$0	\$2,266,422	\$2,266,422

**EXHIBIT A**  
**Board Bill #96 Committee Substitute**  
**Amendment to Ordinance #65500**  
**(Funding for New Information Technology Services Agency)**

FUND 1010  
 DEPT. 137  
 NAME: Division of the Budget

ACCT	ITEM DESCRIPTION	FROM CURR APROP.	TO	CHANGE
<b>PERSONAL SERVICES</b>				
5101	Salaries Regular Employees	\$2,504,694	\$1,864,839	-\$639,855
5112	Salaries - Per Performance Employees	58,032	0	-58,032
5136	Employer Social Security Coverage	209,054	142,941	-66,113
5137	Employees Health Insurance	130,050	83,535	-46,515
5138	Employee Retirement Plan	231,589	163,215	-68,374
5142	Employees Life Insurance	10,053	7,186	-2,867
5172	Overtime - Regular Employees	43,000	25,114	-17,886
5197	Reserve for 27th Pay	9,211	1,515	-7,696
<b>MATERIALS AND SUPPLIES</b>				
5235	Office and Computer	129,800	80,888	-48,912
5236	Communications	131,260	500	-130,760
5246	Education and Training	5,700	3,553	-2,147
<b>RENTAL &amp; NON-CAPITAL LEASES</b>				
5335	Office and Computer	102,000	2,000	-100,000
<b>NON-CAPITAL EQUIPMENT</b>				
5435	Office and Computer	2,000	2,000	0
<b>CAPITAL ASSETS</b>				
5535	Office and Computer	158,000	0	-158,000
<b>CONTRACTUAL &amp; OTHER SRVCS</b>				
5635	Office and Computer	1,270,000	677,340	-592,660
5636	Communications	222,000	173,998	-48,002
5645	Travel	15,000	10,000	-5,000
5646	Education and Training	30,500	4,875	-25,625
5647	Transportation	800	800	0
5648	Membership Fees	1,350	600	-750
5653	Internal Service	1,100	1,100	0
5654	Health Care Services	100	100	0
5659	Professional Services	717,000	377,343	-339,657
5662	Pass Through	3,000	3,000	0
5670	Prior Year Encumbrances	20,000	20,000	0
Total		\$6,005,293	\$3,646,442	-\$2,358,851

Current appropriation per AIMS as of 1/28/03.

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**Board Bill #96 Committee Substitute**  
**Amendment to Ordinance #65500**  
**(Funding for New Information Technology Services Agency)**

FUND 1117  
 DEPT. 127  
 NAME: Information Technology Services Agency

ACCT	ITEM DESCRIPTION	FROM CURR APROP.	TO	CHANGE
CONTRACTUAL & OTHER SRVCS				
5635	Office and Computer	\$0	\$4,062	\$4,062
5670	Prior Year Encumbrances	0	48,952	48,952
Total		\$0	\$53,014	\$53,014

FUND 1117  
 DEPT. 137  
 NAME: Division of the Budget

ACCT	ITEM DESCRIPTION	FROM CURR APROP.	TO	CHANGE
CONTRACTUAL & OTHER SRVCS				
5635	Office and Computer	\$200,000	\$195,938	-\$4,062
5670	Prior Year Encumbrances	48,952	0	-48,952
Total		\$248,952	\$195,938	-\$53,014

<b>Summary</b>	<b>Increase</b>	<b>Decrease</b>	<b>Net Change</b>
General Fund	\$2,266,422	-\$2,358,851	-\$92,429
Other Funds	53,014	-53,014	0
	\$2,319,436	-\$2,411,865	-\$92,429