



# **Feasibility of a Unified Information Technology Department Serving both the City of Menasha and Menasha**

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### **Introduction**

On June 23, 2010 the Menasha Water and Light Commission directed staff to study the feasibility of a unified IT Department serving both the Utility and City departments. A small team was assembled to conduct this study, the members of the team are Jeff Lacey (Manager of IT Support for the City), John Teale (Technical Services Engineer for the Utility) and Steve Grenell (Project Engineer for the Utility). The team determined that this study should show the impact on the City and Utility Informational Technology 2010 budget's, if they were a unified IT Department.

### **Executive Summary**

The conclusion of this feasibility study for a Unified Information Technology Department Serving both the City and Utilities shows that there are currently "*No Cost Benefits*" for both the City and the Utilities. There are however, areas that the City and the Utilities can share support for each other in daily operations. Areas include data sharing, and vacation support coverage.

It needs to be noted as we move forward with the conditions of the Wisconsin Public Service Commission rate order, that all interdepartmental agreements or arrangements are approved by the Wisconsin Public Service Commission including the allocation method. There will not be a subsidy created between departments.

Therefore, this team does not recommend to the Menasha Utilities Commission a Unified Information Technology Department serving both the City and the Utility at this time. The team does recommend that the two departments work together in the future in such areas as the budgeting process for equipment / software and other projects to see where costs can be reduced or systems shared.

### **City Information Technology Department**

Currently the City has a dedicated staff of two that makes up the City Information Technology Department. The two current positions in the City IT department are a Manager of IT Support, and Supervisor of IT Support. These two employees handle all the Informational Technology functions for the City departments. Following is the job description for each of these positions as well as a list of services that these two positions provide.

*Manager of IT Support:* the purpose of this position is to plan, direct and supervise information system activities and personnel; manage automated information system projects; and conduct special studies. This position is responsible for the coordination of local and wide area network activities, day-to-day operations of the wide-area network and to provide technical assistance to all City locations.

*Supervisor of IT Support:* the objective of this position is to assist in the direction and coordination of local and wide area network activities as well as provide technical support for all services and users in all locations.

Description of services that the City of Menasha IT Staff provides are but not limited to:

- PC Support – Hardware / Software
- PC installation - Hardware / Software / Maintenance
- Network Administration
- E-Mail Administration
- Telephone Administration
- Printer / Copier / Fax support
- Training on PC's and Software
- Application Development
- Database / SQL Administration
- City Website

#### **Menasha Utility Information Technology Department**

Over the years Menasha Utilities staff has been providing the services that the City IT department provides the other City departments. This unique setup has been utilized because of the similarity between IT functions and the development/utilization of process automation controls in the Utilities.

In the Utilities, electronic pieces of equipment that were once “dumb”, are now “smart”, with much more capability because they now have processors. The Utility uses this new technology in every aspect of the business, from relays at the substations that protect and monitor the power system of the city, to process controllers that run the water plant. The electric meters once read by individuals, are now connected by wireless communications and can give us information more than just electric usage. What would be considered IT functions in some companies is incorporated into what is done on a daily basis by many different utility staff members. The traditional IT functions are usually handled by the Utilities Technical Services Engineer.

The following is the job description for the Utilities Technical Services Engineer as well as a list of IT services that this position provides for the Utilities.

*Technical Services Engineer:* the purpose of this position is to be responsible for the technical support for the Engineering, Electric Metering, Electric Distribution, Distribution Substations, Office and Water Departments. Work includes but not limited to engineering, electrical metering, creating budgets, purchasing / maintenance and repair of computer and network related equipment.

Description of services that the Technical Services Engineer provides to the Utility as IT services:

- PC Support – Hardware / Software

- PC installation - Hardware / Software / Maintenance
- Network Administration
- E-Mail Administration
- Telephone Administration
- Printer / Copier / Fax support
- Training on PC's and Software
- Database / SQL Administration
- SCADA / PLC Support

In addition to the typical IT services provided the Technical Services Engineer provides many other services to the Utilities. The following is a list of just some of these services and responsibilities:

- Substation Relay Setup and trouble shooting
- Electric distribution short circuit calculations & studies
- Electrical system power flow calculations and requirements
- Substation Maintenance Support, Planning & Budgeting
- Telecommunications Support, Planning & Budgeting
- Transformer/Circuit Breaker/Equipment Testing
- Oversees Spill Prevention Program
- Compiles required data for Wisconsin Public Service Commission and other organizations, such as American Public Power Association.
- Technical resources for electric and water meters
- Special Capital projects such as transformer oil containment

### City Cost Allocation for Information Technology

Currently the City has a dedicated staff that handles all the Informational Systems for the City departments, this staff makes up the City Information Technology department. In 2010 the City council approved a cost allocation method that would charge each department a share of the IT budget. This cost allocation method defines the cost of three different cost pools and charges each City department a percentage, based on its individual allocation.

The first cost pool is the Per User Cost. This would include those cost that can be associated with the number of users in a particular department and the level of support they require.

The second pool is the Per Personal Computer Cost. This would include those cost that can be associated with the physical number of personal computers in a department.

The third cost pool is Direct Cost. This would include those cost that are exclusively used by one department.

Utilizing this IT cost allocating method for the 2010 budget, the cost of IT services for each city department are shown in Table – 1. Additional and supporting information on Table – 1 can be found in appendix – A.

**Table – 1**

City of Menasha Information Services				
Department Cost for Information Services				
	PC	User	Department	
	Percentage	Percentage	Cost	Total
Human Resources	2,005	3,336	0	5,342
City Clerk	4,011	5,005	0	9,015
Mayor	1,003	1,668	0	2,671
City Attorney	1,003	1,668	0	2,671
Health Department	12,032	16,682	650	29,364
Senior Center	9,024	5,005	0	14,029
Community Development	5,013	8,341	4,900	18,255
Park and Rec Dept.	8,022	13,346	5,500	26,867
Public Works	16,043	23,355	8,716	48,114
Police Department	31,083	68,397	18,400	117,880
Finance Department	7,019	10,009	5,500	22,528
City Assessor	1,003	5,005	4,500	10,507
Library	3,008	5,005	0	8,013
<b>Total</b>	<b>100,269</b>	<b>166,822</b>	<b>48,166</b>	<b>315,257</b>

**Analysis**

The City operates with a dedicated IT department with a cost allocation method of charging each department in the City for IT costs. The Utility is not much different, except there is not a Utility department dedicated to IT service and each department has a budgeted amount of the Technical Services Engineer's time. This is no different than any other position at the Utilities. In the following analysis of the Utilities & City, the Utility is viewed as one department from the City level, even though there are five separate utility companies. In the following analysis the Technical Services Engineer's time dedicated to providing equivalent IT services that the City would provide was estimated at 25%. With 25% of the Technical Services Engineer's time allocated to Utility IT functions and other budgeted IT defined cost, a total cost of IT services for the Utility based on the 2010 budget was developed and shown in Table – 2. Additional and supporting information on Table – 2 can be found in Appendix – B.

**Table - 2**

<b>Menasha Utilities Information Services</b>	
<b>Total Cost</b>	
User Based Cost Pool Total	30,940
PC Based Cost Pool Total	42,389
Cost per Department Total	78,932
<b>Total Information Services Budget</b>	<b>152,261</b>

There are several different scenarios regarding cost structure and allocations that were looked at, but only two were chosen to be discussed in this report.

**Analysis – Scenario #1**

The first scenario shows the impact of joining the two IT departments using the 2010 approved budgets. Table – 3 shows the impact of a combined IT department on the Utilities as well as the City. Additional and supporting information on Table – 3 can be found in Appendix – C.

**Table – 3**

<b>Menasha Combined Information Services Comparison</b>			
	<b>City</b>	<b>MU</b>	<b>Combined</b>
User Based Cost Pool Total	166,822	30,940	196,462
PC Based Cost Pool Total	100,269	42,389	150,500
Cost per Department Total	48,166	78,932	123,898
<b>Total Information Services Budget</b>	<b>315,257</b>	<b>152,261</b>	<b>470,859</b>

		<b>Diff</b>
City Charges	301,083	-14,174
Utilities Charges	169,777	17,516
<b>Total</b>	<b>470,859</b>	

As seen in Table – 3, the overall City IT budget would be \$14,174 less than the actual 2010 budget, while the Utilities cost would be increased by \$17,516. The services provided by the City IT department and Utility would remain the same.

The reason for the cost difference is because the Utility would become the largest PC Percentage user of 33%, and the second largest User Percentage at 23%. See Table-A5 in Appendix – A, and table – C4 in Appendix – C for the cost allocation percentages between departments.

**Analysis – Scenario #2**

The second scenario shows the impact of joining the two IT departments using the 2010 approved budgets as was done in scenario #1, with all IT provided by the City Informational Technology staff. In this scenario the Utilities Technical Services Engineer would not provide any Information Services to the Utilities or City. Scenario #2 also splits out the following cost between Utility needs and City needs;

- The City’s fiber and Utility’s fiber will be paid 100% by each according to their individual budgets.
- The City’s and Utility’s internet access will be paid 100% by each, according to their individual budgets.
- The City will pay 100% of the Sungard HTE accounting System according to the City Budget.
- The city will pay 100% of the Office Suite 2007, since the utility did this upgrade in 2009.
- The Utility’s will pay 100% of the toner supplies since this is a departmental cost.

Table – 4 shows the impact of a combined IT department on the Utilities as well as the City. Additional and supporting information on Table – 4 can be found in Appendix – D.

**Table – 4**

<b>Menasha Combined Information Services Comparison</b>			
	<b>City</b>	<b>MU</b>	<b>Combined</b>
User Based Cost Pool Total	166,822	30,940	166,822
PC Based Cost Pool Total	100,269	42,389	142,658
Cost per Department Total	48,166	78,932	123,898
<b>Total Information Services Budget</b>	<b>315,257</b>	<b>152,261</b>	<b>433,378</b>
		<b>Diff</b>	
City Charges	276,792	-38,465	
Utilities Charges	156,586	4,325 **	
<b>Total</b>	<b>433,378</b>		

\*\*Scenario #2 calculations show a large savings to the City of \$38,465, while there is a modest increase to the Utility of \$4,325. This is because the labor cost that the Technical Services Engineer of \$30,940 was removed from the calculations. In reality, this position is still employed and providing services to the Utility and the Utility is still paying the labor cost. Even though the scenario #2 looks like a great benefit to the City, the actual cost to the Utility would be \$35,265 not \$4,325.

### **Conclusion**

This study didn't just include these two scenarios, there were many more, none of which benefited both the City and Utilities. Scenario #1 shows a \$14,174 savings for the 2010 budget, but would increase the Utilities budget by \$17,516. The other scenario's that were analyzed showed similar results. Scenario #2 of this report would show the best savings for the City, with just a modest increase to the Utilities. The problem with scenario #2 is the labor cost for the Technical Services Engineer of \$30,940 was removed from the calculations. The position of the Technical Services Engineer would not be eliminated from the Utility staff. So the actual increase in scenario #2 to the Utility would be \$35,265, which clearly shows that this would not benefit the Utility.

If the City Information Technology Department was over staffed, or the Utility Information Services was over staffed and there was over lap in services, there may be a savings to both the City and Utilities. This would mean that equipment would be shared and personal would have to be laid off. Currently the City Information Technology Department is looking to expand their staffing to support the current work load. This increase in City Information Technology Department was analyzed prior to doing this study. The Utility doesn't operate with a dedicated staff or department to address Information Technology issues, but rather has incorporated those responsibilities to a single position that also handles many other technical issues in all of the five Utility Companies.

With the cost allocation that the City is going to use in 2011, there would be a shift of Information Technology Services cost to the Utility that would increase the operational cost of the Utility. The Utilities operates as a regulated utility, which means that its revenues and costs are regulated by the Wisconsin Public Service Commission. In April of 2010 the Wisconsin Public Service Commission issued a new rate order that included language that requires that all interdepartmental or arrangements need to be approved by the Wisconsin Public Service Commission, including cost allocation. This would mean that combining the Information Technology Departments between the City and Utility would require the Wisconsin Public Service Commission's approval. The reason for this language in the rate order was to eliminate cross subsidy between departments and using the funds of the Electric Utility to fund activities outside of its business.

Menasha Utilities is governed by a dedicated Utility Commission. The responsibility of this Commission is to oversee the operation of the Utilities. The agreements for sale of the Electric Utility assets to WPPI includes language that states the Utility to remain under the control of the Commission. The idea of combining Informational Technology

departments would give the authority to the City IT Steering Committee and City Council to decide what the needs of the Utility would be in the area of Informational Technology. A combined Information Technology Department would not satisfy this agreement with WPPI, and would also need their approval.

During this study other discussions on various topics were discussed, which could benefit the City and Utilities in the future. The team strongly agreed that increased communications between the City and Utilities could result in a stronger and more efficient operation of the City and Utilities. The communications should include the Utilities attending the City IT Steering Committee meetings, collaborate with software and hardware specifications, joint purchasing, and back up support. Even though both the City and Utilities purchase equipment under state and local government contracts, an additional savings may be achieved by purchasing with WPPI members.

At this time, this team does not see any financial savings to both the City and Utilities by combining the two Information Technology Departments. The outside influences on the Utility side may inhibit a combined department. The team does feel that working together in the future by participating in the budgeting process, planning, and projects could result in reduced cost for both the City and the Utilities.

Such type project would be the e-mail archiver. In June of this year the cost of the Utilities purchasing its own e-mail archiver was compared to utilizing the Cities e-mail archiver. The result was that there would be a savings to the Utilities if they were to purchase this unit on their own rather than utilizing the City.

Because this study only analyzed the 2010 budgets, this type of analysis should be done when necessary. There are a lots of variables used to calculate the costs and how they are distributed, such as:

- The costs for new equipment and projects
- User Based Pool Costs change (Health Care Plans, Salaries)
- Change in PC and User percentages

With the ever changing economy there may be a time in the future that combining or sharing more resources between the City and Utilities Information Technology Departments would have cost benefits for each.

**Appendix – A --- City of Menasha Information Technology 2010 Budget**

**Table – A1**

<b>City of Menasha Information Services User Based Cost Pool</b>	
Salaries-10-02	117,715
Health Insurance-15-01	10,675
Life Insurance-15-02	134
Dental Insurance-15-03	775
Retirement-15-04	12,948
FICA-15-05	9,005
Vision Insurance-15-07	50
Workers Comp-15-08	295
Telephone-22-01	2,200
Other Municipal Entities-25-01	0
Printing-29-01	100
Vehicle/Equipment Rental-29-05	2,000
Office-30-10	75
Postage-30-11	100
Dues/Memberships/Licenses-32-01	50
Mileage-43-01	0
Registrations-34-02	4,500
Lodgingn/Meals-34-03	2,500
Other Expenses-34-04	2,400
Liability Insurance-51-04	1,300
<b>User Based Cost Pool Total</b>	<b>166,822</b>

**Table – A2**

<b>City of Menasha Information Services PC Based Cost Pool</b>	
Professional Services-21-04	49,750
Outsource	10,000
Fiber Optic Rental	19,950
Internet Access	16,800
Cabeling Projects	3,000
Annual Software Maintenance-24-04	29,274
Barracuda Spam Blocker	750
Sungard HTE	28,524
Supplies Tools & Equipment-30-15	21,170
Office Suite 2007	15,870
Training Video for Office Suite 2007	300
Emergency Replacement Equipment	5,000
Office Calibration Server	0
Computer-30-12	75
Computer Equipment-80-01	0
Office Equipment-80-04	0
<b>PC Based Cost Pool Total</b>	<b>100,269</b>

Table - A3

City of Menasha Information Services

Cost per Department

		Dept.
Annual Software Maintenance Cost-24-04	32,766	
Win Wam	650	Health
City of Neenah Tax System	2,500	Finance
Arc View	3,000	Finance
Govern	4,900	Comm. Dev.
Land Desktop	3,976	Pub. Works
CarteGraph	1,000	Pub. Works
Safari	4,500	Parks
MarketDrive	4,500	Assessor
T2 Parking	900	Police
Livescan Fingerprint	3,500	Police
Oce Plotter	2,340	Pub. Works
Cemetery	1,000	Parks
Supplies-Tools & Equipment-30-15	5,500	
Diagnostic Software PWF	1,400	Pub. Works
Panasonic Toughbook	3,800	Police
Pentax Thermal Printer	300	Police
Office Equipment-80-04	9,900	
Color Copier	9,900	Police
<b>Cost per Department Total</b>	<b>48,166</b>	

**Table – A4**

**City of Menasha Information Services**

<b>Total Cost</b>	
User Based Cost Pool Total	166,822
PC Based Cost Pool Total	100,269
Cost per Department Total	48,166
<b>Total Information Services Budget</b>	<b>315,257</b>

**Table – A5**

**City of Menasha Information Services**

**Percent Allocation per Department of PC Based and User Based Cost**

<b>Department</b>	<b>Abbreviation</b>	<b>PC Percentage</b>	<b>User Percentage</b>
Human Resources	HR	2%	2%
City Clerk	Clerk	4%	3%
Mayor	Mayor	1%	1%
City Attorney	Attorney	1%	1%
Health Department	Health	12%	10%
Senior Center	Senior	9%	3%
Community Development	Comm. Dev.	5%	5%
Park and Rec Dept.	Parks	8%	8%
Public Works	Pub. Works	16%	14%
Police Department	Police	31%	41%
Finance Department	Finance	7%	6%
City Assessor	Assessor	1%	3%
Library	Library	3%	3%
		<b>100%</b>	<b>100%</b>

**Appendix – B --- Menasha Utilities Information Technology 2010 Budget**

**Table – B1**

<b>Menasha Utilities Information Services</b>	
<b>User Based Cost Pool</b>	
Salaries	17,872
Health Insurance	4,208
Life Insurance	4
Dental Insurance	0
Retirement	1,966
FICA	1,367
Vision Insurance	0
Workers Comp	50
Telephone	60
Other Municipal Entities	0
Printing	50
Vehicle/Equipment Rental	1,000
Office	38
Postage	50
Dues/Memberships/Licenses	25
Mileage	0
Registrations	1,200
Lodging/Meals	1,250
Other Expenses	500
Liability Insurance	1,300
<b>User Based Cost Pool Total</b>	<b>30,940</b>

**Table – B2**

<b>Menasha Utilities Information Services</b>	
<b>PC Based Cost Pool</b>	
Professional Services	39,389
Outsource	5,000
Fiber Optic Rental	30,363
Internet Access	4,026
Cabeling Projects	
Annual Software Maintenance	0
Barracuda Spam Blocker	
Sungard HTE	
Supplies Tools & Equipment	3,000
Office Suite 2007	
Training Video for Office Suite 2007	
Emergency Replacement Equipment	3,000
Office Calibration Server	
Computer	0
Computer Equipment	0
Office Equipment	0
<b>PC Based Cost Pool Total</b>	<b>42,389</b>

**Table – B3**

**Menasha Utilities Information Services  
Cost per Department**

Annual Software Maintenance Cost-24-04	47,032
Itron MVRs/FC200	3,500
Anti-Virus Software	1,000
Wonderware SCADA	7,100
Wonderware Water	9,500
Win 911	400
E-Care	2,700
Harris	10,179
Solomon	7,203
Website Renewal	1,500
OPS	750
ESRI	2,000
Firewall	700
RSLinx	500
Supplies-Tools & Equipment	31,900
ESRI Mapping Conversion	6,000
Drafting Plotter	10,000
Power Quality Analyzer	4,400
Additional FC200 for Meter Reading	4,000
Toner Supplies	7,500
Office Equipment	0
Color Copier	
<b>Cost per Department Total</b>	<b>78,932</b>

**Appendix – C — Scenario #1 Combined Information Technology 2010 Budget**

**Table – C1**

**Menasha Combined Information Services  
User Based Cost Pool**

	City	MU
Salaries-10-02	117,715	17,872
Health Insurance-15-01	10,675	4,208
Life Insurance-15-02	134	4
Dental Insurance-15-03	775	0
Retirement-15-04	12,948	1,966
FICA-15-05	9,005	1,367
Vision Insurance-15-07	50	0
Workers Comp-15-08	295	50
Telephone-22-01	2,200	60
Other Municipal Entities-25-01	0	0
Printing-29-01	100	50
Vehicle/Equipment Rental-29-05	2,000	1,000
Office-30-10	75	38
Postage-30-11	100	50
Dues/Memberships/Licenses-32-01	50	25
Mileage-43-01	0	0
Registrations-34-02	4,500	1,200
Lodgingn/Meals-34-03	2,500	1,250
Other Expenses-34-04	2,400	500
Liability Insurance-51-04	1,300	0
<b>User Based Cost Pool</b>	<b>166,822</b>	<b>29,640</b>
<b>User Based Cost Pool Total</b>	<b>196,462</b>	

**Table – C2**

**Menasha Combined Information Services  
PC Based Cost Pool**

	City	MU
Professional Services-21-04	49,750	39,389
Outsource	10,000	5,000
Fiber Optic Rental	19,950	30,363
Internet Access	16,800	4,026
Cabeling Projects	3,000	
Annual Software Maintenance-24-04	29,274	0
Barracuda Spam Blocker	750	
Sungard HTE	28,524	
Supplies Tools & Equipment-30-15	21,170	10,842
Office Suite 2007	15,870	7,842
Training Video for Office Suite 2007	300	
Emergency Replacement Equipment	5,000	3,000
Office Calibration Server	0	
Computer-30-12	75	0
Computer Equipment-80-01	0	
Office Equipment-80-04	0	
<b>PC Based Cost Pool</b>	<b>100,269</b>	<b>50,231</b>
<b>PC Based Cost Pool Total</b>	<b>150,500</b>	

**Table – C3**

**Menasha Combined Information Services  
Cost per Department**

Annual Software Maintenance Cost-24-04		76,598	Dept.
Win Wam	650		Health
City of Neenah Tax System	2,500		Finance
Arc View	3,000		Finance
Govern	4,900		Comm. Dev.
Land Desktop	3,976		Pub. Works
CarteGraph	1,000		Pub. Works
Safari	4,500		Parks
MarketDrive	4,500		Assessor
T2 Parking	900		Police
Livescan Fingerprint	3,500		Police
Oce Plotter	2,340		Pub. Works
Cemetery	1,000		Parks
Iron MVRs/FC200	3,500		Utility
Wonderware SCADA	7,100		Utility
Wonderware Water	9,500		Utility
Win 911	400		Utility
E-Care	2,700		Utility
Harris	10,179		Utility
Solomon	7,203		Utility
OPS	750		Utility
ESRI	2,000		Utility
RSLinx	500		Utility
Supplies-Tools & Equipment-30-15		37,400	
Diagnostic Software PWF	1,400		Pub. Works
Panasonic Toughbook	3,800		Police
Pentax Thermal Printer	300		Police
ESRI Mapping Conversion	6,000		Utility
Drafting Plotter	10,000		Utility
Power Quality Analyzer	4,400		Utility
Toner Supplies	7,500		Utility
Additional FC200 for Meter Reading	4,000		Utility
Office Equipment-80-04		9,900	
Color Copier	9,900		Police
<b>Cost per Department Total</b>		<b>123,898</b>	

Table – C4

Menasha Combined Information Services					
Percent Allocation per Department of PC Based and User Based Cost					
Department	Abbreviation	Number of PC's	PC Percentage	Number of User's	User Percentage
Human Resources	HR	1.70	1%	2.20	2%
City Clerk	Clerk	3.40	3%	3.30	2%
Mayor	Mayor	0.85	1%	1.10	1%
City Attorney	Attorney	0.85	1%	1.10	1%
Health Department	Health	10.20	8%	11.00	8%
Senior Center	Senior	7.65	6%	3.30	2%
Community Development	Comm. Dev.	4.25	3%	5.50	4%
Park and Rec Dept.	Parks	6.80	5%	8.80	6%
Public Works	Pub. Works	13.60	11%	15.40	11%
Police Department	Police	26.35	21%	45.10	32%
Finance Department	Finance	5.95	5%	6.60	5%
City Assessor	Assessor	0.85	1%	3.30	2%
Library	Library	2.55	2%	3.30	2%
Utility	Utility	42.00	33%	32.00	23%
		127	100%	142	100%

Table – C5

Menasha Combined Information Services				
Department Cost for Information Services				
	PC	User	Department	Total
	Percentage	Percentage	Cost	
Human Resources	2,015	3,044	0	5,058
City Clerk	4,029	4,566	0	8,595
Mayor	1,007	1,522	0	2,529
City Attorney	1,007	1,522	0	2,529
Health Department	12,087	15,219	650	27,956
Senior Center	9,066	4,566	0	13,631
Community Development	5,036	7,609	4,900	17,546
Park and Rec Dept.	8,058	12,175	5,500	25,733
Public Works	16,116	21,306	8,716	46,139
Police Department	31,226	62,397	18,400	112,023
Finance Department	7,051	9,131	5,500	21,682
City Assessor	1,007	4,566	4,500	10,073
Library	3,022	4,566	0	7,587
Utility	49,772	44,273	75,732	169,777
Total	150,500	196,462	123,898	470,859

**Appendix - D --- Scenario #2 Combined Information Technology 2010 Budget**

**Table - D1**

<b>Menasha Combined Information Services</b>	
<b>User Based Cost Pool</b>	
	<b>City</b>
Salaries-10-02	117,715
Health Insurance-15-01	10,675
Life Insurance-15-02	134
Dental Insurance-15-03	775
Retirement-15-04	12,948
FICA-15-05	9,005
Vision Insurance-15-07	50
Workers Comp-15-08	295
Telephone-22-01	2,200
Other Municipal Entities-25-01	0
Printing-29-01	100
Vehicle/Equipment Rental-29-05	2,000
Office-30-10	75
Postage-30-11	100
Dues/Memberships/Licenses-32-01	50
Mileage-43-01	0
Registrations-34-02	4,500
Lodgingn/Meals-34-03	2,500
Other Expenses-34-04	2,400
Liability Insurance-51-04	1,300
<b>User Based Cost Pool Total</b>	<b>166,822</b>

**Table - D2**

<b>Menasha Combined Information Services</b>				
<b>PC Based Cost Pool</b>				
	<b>City</b>	<b>Combined</b>	<b>MU</b>	
Professional Services-21-04	36,750	18,000		34,389
Outsource		15,000		
Fiber Optic Rental	19,950			30,363
Internet Access	16,800			4,026
Cabeling Projects			3,000	
Annual Software Maintenance-24-04	28,524	750		0
Barracuda Spam Blocker		750		
Sungard HTE	28,524			
Supplies Tools & Equipment-30-15	16,170	8,000		0
Office Suite 2007	15,870			
Training Video for Office Suite 2007	300			
Emergency Replacement Equipment			8,000	
Office Calibration Server	0			
Computer-30-12	0	75		0
Computer Equipment-80-01	0			0
Office Equipment-80-04	0			0
<b>PC Based Cost Pool</b>	<b>81,444</b>	<b>26,825</b>		<b>34,389</b>
<b>PC Based Cost Pool Total</b>		<b>142,658</b>		

Table - D3

Menasha Combined Information Services

Cost per Department

Annual Software Maintenance Cost-24-04	76,598	Dept.
Win Wam	650	Health
City of Neenah Tax System	2,500	Finance
Arc View	3,000	Finance
Govern	4,900	Comm. Dev.
Land Desktop	3,976	Pub. Works
CarteGraph	1,000	Pub. Works
Safari	4,500	Parks
MarketDrive	4,500	Assessor
T2 Parking	900	Police
Livescan Fingerprint	3,500	Police
Oce Plotter	2,340	Pub. Works
Cemetery	1,000	Parks
Itron MVRS/FC200	3,500	Utility
Wonderware SCADA	7,100	Utility
Wonderware Water	9,500	Utility
Win 911	400	Utility
E-Care	2,700	Utility
Harris	10,179	Utility
Solomon	7,203	Utility
OPS	750	Utility
ESRI	2,000	Utility
RSLink	500	Utility
Supplies-Tools & Equipment-30-15	37,400	
Diagnostic Software PWF	1,400	Pub. Works
Panasonic Toughbook	3,800	Police
Pentax Thermal Printer	300	Police
ESRI Mapping Conversion	6,000	Utility
Drafting Plotter	10,000	Utility
Power Quality Analyzer	4,400	Utility
Toner Supplies	7,500	Utility
Additional FC200 for Meter Reading	4,000	Utility
Office Equipment-80-04	9,900	
Color Copier	9,900	Police
<b>Cost per Department Total</b>	<b>123,898</b>	

Table – D4

Menasha Combined Information Services					
Percent Allocation per Department of PC Based and User Based Cost					
Department	Abbreviation	PC		User	
		Number of PC's	Percentage	Number of User's	Percentage
Human Resources	HR	1.70	1%	2.20	2%
City Clerk	Clerk	3.40	3%	3.30	2%
Mayor	Mayor	0.85	1%	1.10	1%
City Attorney	Attorney	0.85	1%	1.10	1%
Health Department	Health	10.20	8%	11.00	8%
Senior Center	Senior	7.65	6%	3.30	2%
Community Development	Comm. Dev.	4.25	3%	5.50	4%
Park and Rec Dept.	Parks	6.80	5%	8.80	6%
Public Works	Pub. Works	13.60	11%	15.40	11%
Police Department	Police	26.35	21%	45.10	32%
Finance Department	Finance	5.95	5%	6.60	5%
City Assessor	Assessor	0.85	1%	3.30	2%
Library	Library	2.55	2%	3.30	2%
Utility	Utility	42.00	33%	32.00	23%
		<b>127</b>	<b>100%</b>	<b>142</b>	<b>100%</b>

Table – D5

Menasha Combined Information Services				
Department Cost for Information Services				
	PC	User	Department	Total
	Percentage	Percentage	Cost	
Human Resources	1,988	2,585	0	4,573
City Clerk	3,976	3,877	0	7,853
Mayor	994	1,292	0	2,286
City Attorney	994	1,292	0	2,286
Health Department	11,928	12,923	650	25,501
Senior Center	8,946	3,877	0	12,823
Community Development	4,970	6,461	4,900	16,331
Park and Rec Dept.	7,952	10,338	5,500	23,790
Public Works	15,904	18,092	8,716	42,712
Police Department	30,813	52,984	18,400	102,197
Finance Department	6,958	7,754	5,500	20,212
City Assessor	994	3,877	4,500	9,371
Library	2,982	3,877	0	6,859
Utility	43,260	37,594	75,732	156,586
<b>Total</b>	<b>142,658</b>	<b>166,822</b>	<b>123,898</b>	<b>433,378</b>