

Transition Task Force IT Recommendations

Organization

Consolidation Commission Recommendation: continuation of single full time Chief Information Officer, with utilization of outside vendor support as necessary.

TTF Recommendations

- Continue with full time Chief Information Officer, and utilization of outside vendor support.
- Modify IT org structure to include existing police technology person reporting to Chief Information Officer.
- Retain existing part time tech support person – hired by Township for transition – through March 31, 2013, until ongoing service needs better determined.
- Further assess tech support needs upon receipt and evaluation of service proposals from MindSHIFT and CMIT Solutions, and documentation and evaluation of ongoing support activity.

Hardware and Software Recommendations

- **Phone System** – Adopt Mitel-based system for new municipality. Cost: \$55,000 (92 handsets, warranties, service, controller). Annual cost savings of approximately \$18,000 from elimination of need for T-1 line.
- **Email** – Adopt FirstClass email system for new municipality. Cost: \$7,300 upfront cost for additional 100 licenses, \$1,200 for maintenance and service. Replaces Borough's email system and its \$9,000 in annual maintenance expense.
- **Dog Licensing** – Utilize existing vendor, Municipal Software, at no incremental cost, and transfer Borough data. Annual cost: \$406.
- **CAD Software (Engineering)** – Renew Borough and Township annual contracts in 2012 and renegotiate new integrated contract in 2013, when licensing requirements can be better determined.