

August 10, 2012

To: Members of Transition Task Force

From: IT Subcommittee

Re: IT Recommendations

The IT Subcommittee asks that the Transition Task Force endorse the following recommendations:

| Item | Rec. Vendor | Upfront Cost | Annual Cost | Annual Savings |
|---------------------|--------------------|--------------|-------------|----------------|
| General Ledger | Edmunds | \$2,400 | \$7,194 | \$6,744 |
| Tax Collection | First Byte | \$10,280 | \$5,985 | \$1,085 |
| Web Interface - Tax | Citinet | \$0 | \$6,500 | \$0 |
| Constr. Mgt. | Mitchell Humphries | \$14,000 | \$3,370 | *\$700 |
| Payroll Mgt. | Primepoint | \$550 | \$9,600 | \$2,025 |
| Time & Attendance | Visual Computer | \$6,000 | \$7,140 | -\$1,966 |
| Security - Cameras | Open Systems | \$47,900 | \$3,640 | -\$1,140 |
| Panic Alarm Sys. | To Be Determined | *\$5,000 | *\$270 | *-\$77 |

*Estimate

- **General Ledger** -- Edmunds (used by Borough) is recommended over Municipal Software (used by Township). Their software features are of comparable quality, but the Edmunds proposal was less expensive. CFO elect Webb is very familiar with the software, which will make implementation and training easier.
- **Tax Collection** – First Byte is recommended over Vital Communications. Neither software package is considered cutting edge. The Township is currently using first Byte, and its custom software capably handles our billing system. The conversion from Vital will be relatively simple. In 2013, consideration will be given to also using Edmunds for tax collection.
- **Web Interface for Tax Collection** – Citinet will continue to be used in 2013 at no incremental cost
- **Construction Mgt. Database** – Both the Borough and Township are using Mitchell Humphries. Conversion costs for estimated 14 days work.
- **Payroll Management** – the Borough uses ADP at an annual cost of \$9,625, while the Township uses Primepoint at an annual net cost of \$2,000, as the Bank of Princeton is subsidizing us by \$15,000. Our in-house person who will be handling payroll management is familiar with Primepoint. Conversion

costs are modest, and the annual maintenance will be less than our current combined maintenance.

- **Time & Attendance** – the Borough uses Microsoft Access and is a highly manual process. The Township uses Visual Computer Solutions. The latter is a more dependable solution. Conversion costs are modest.
- **Building Security Cameras** – Conversion costs will be \$47,900 to integrate the 37 Borough cameras with police communications in Township Hall. The new municipality will rely on a LAN network solution. Annual costs will be slightly higher than the current combined spend rate.
- **Panic Alarm System** – A new system will be in place January 1, but details remain to be worked out. Upfront costs and ongoing maintenance will be modest.

In two other areas, IT decisions will be deferred until 2013.

- **Construction Archiving** – all activity put on hold until 2013. Township is paid up through the end of the year. The Borough handles archiving in-house.
- **Building Security Doors** – also put on hold until 2013. Township doors use an integrated security system; the Borough has manual locks.

Generally speaking, the IT Subcommittee recognizes the availability and advantages of more integrated software solutions than we are currently using, and encourages the new municipality and governing body to evaluate such alternatives beginning in 2013.