



# TOWN OF LAUDERDALE-BY-THE-SEA

## AGENDA ITEM REQUEST FORM

### FINANCE

Department Submitting Request

*Doug Harg*  
Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input checked="" type="checkbox"/> Aug 25 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	July 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

\* Subject to change

**NATURE OF AGENDA ITEM**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Presentation   | <input type="checkbox"/> Ordinance      | <input type="checkbox"/> Old Business            |
| <input type="checkbox"/> Reports        | <input type="checkbox"/> Resolution     | <input checked="" type="checkbox"/> New Business |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Other                   |

**SUBJECT TITLE: BUDGET AMENDMENT FOR REPLACEMENT COMPUTERS AND UPGRADES**

**EXPLANATION:** As was discussed during the recent budget meetings, the town is in need of updating its technology infrastructure. To accomplish this, the Town enlisted the help of Direct Network Associates to complete a detailed IT assessment that could be used as a roadmap for the future. In order to spread the cost out a bit as well as realize a quicker impact in terms of productivity, we are proposing to purchase some of the replacement laptop and desktop computers this fiscal year in the amount of \$ 17,667. This includes the cost of software as well as upgrading the memory for some of the existing computers. We will complete the rest of the upgrade next fiscal year for server hardware, software and professional services.

The laptops computers are proposed to be replaced because it is not cost effective to upgrade their operating system software at a cost of about \$350 per laptop, including IT support. The existing laptops, which have lots of useful life will be transferred to the Community Center where networking is not an issue. The proposed replacement computers are notebooks, which are lighter with a smaller footprint than the existing laptops. The hardware cost includes a 3 year warranty and extended service for parts and repairs. We will provide additional information to the Commission about the recommended notebooks prior to purchasing them.

Following is a summary of the quantities and unit costs we are proposing to purchase at this time:

Description	Quantity	Unit Cost	Total Cost
Memory Upgrades	4	\$100	\$400
Laptops	7	\$800	\$5,600
Desktop Workstations			
Regular User	4	\$1,100	\$4,400
Power User	3	\$1,500	\$4,500
Software			
MS Office Business	5	\$261	\$1,305
MS Office Professional	2	\$356	\$712
Adobe Acrobat	2	\$375	\$750
<b>TOTALS</b>			<b>\$17,667</b>



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**RECOMMENDATION:** Approve a budget amendment transferring \$ 12,571 from the General Fund contingency account 001-519.000-500.497 and \$5,096 from the Administration retirement account 001-513.000-500.220. The total of \$17,667 is to be transferred to the General Government Capital Outlay Account 001-519.000-500.640.

**EXHIBITS:**

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:**

- Amount \$ 17,667                       Please see description above
- Transfer of funds required             Please see description above

Town Attorney review required

- Yes             No

Town Manager's Initials: SB