

RESOLUTION NO. 11-2014

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING THE REAPPROPRIATION OF FUND BALANCE (RESERVES) TO THE OFFICE OF TOWN CLERK/DIRECTOR OF ADMINISTRATIVE SERVICES BUDGET; AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR 2010-2011; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside Police Department has undergone a staff re-organization and the officer who maintained the Police Department IT equipment has been re-assigned to other duties; and

WHEREAS, the Police Department requires a service contract to maintain its IT equipment; and

WHEREAS, Calvin Giordano and Associates currently has the contract to maintain the Town's IT services at a cost of \$51,499.92 annually; and

WHEREAS, the cost to include IT maintenance for the Police Department is an additional \$23,550.08; and

WHEREAS, the current Office of Town Clerk/Director of Administrative Services for Fiscal Year 2010-2011 does not have sufficient funds, thereby necessitating a re-appropriation of Fund Balance (reserves) from the General Fund Account Number 001-0000-392-000 in the amount of \$13,738 (seven months proration of \$23,550 annually) to be distributed into Professional Services Account Number 001-2400-519-3410.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA,

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Budget Amendment. In accordance with Section 62 of the Town Charter and the budget adopted for Fiscal Year 2010 – 2011 is amended by re-appropriating the amount of \$13,738 of Fund Balance (reserves) from the General Fund Account Number 001-0000-392-000 to be distributed into Professional Services Account Number 001-2400-519-3410.

Section 3. Implementation. The Town Manager and the Town Clerk are hereby authorized to take any and all action necessary to implement this Resolution and Agreement in accordance with the terms, conditions and purposes of this Resolution and Agreement.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

Motion by Commissioner Karukin, Second by Commissioner Kopelman.

PASSED AND ADOPTED this 8 day of March, 2011

FINAL VOTE ON ADOPTION

Commissioner Michael Karukin
Commissioner Edward Kopelman
Commissioner Marta Olchyk
Vice Mayor Joseph Graubart
Mayor Daniel Dietch

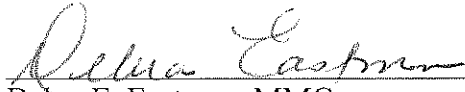
Yes
Yes
Yes
No
Yes



Daniel Dietch, Mayor

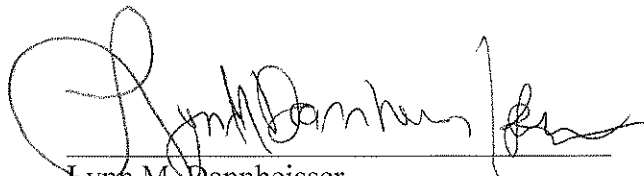
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ATTEST:



Debra E. Eastman, MMC
Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Lynn M. Dannheisser
Town Attorney

Resolution No. 11-2014



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS

Date: February 14, 2011

Mr. Roger Carlton
Town Administrator
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 47
Surfside IT Services
CGA Proposal No. 11-3895

Dear Mr. Carlton,

Enclosed for your review and approval is Work Authorization No. 47 for Surfside IT Services. The scope of the project includes Surfside IT Services.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is hourly based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, plus reimbursables, for a total not to exceed \$75,000.00.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Dennis J. Giordano
President

Building Code Services
Code Enforcement
Construction Engineering & Inspection
Construction Services
Contract Government
Data Technologies & Development
Emergency Management Services
Engineering
Governmental Services
Indoor Air Quality
Landscape Architecture & Environmental Services
Municipal Engineering
Planning
Public Administration
Redevelopment & Urban Design
Surveying & Mapping
Transportation Planning & Traffic Engineering
Utility & Community
Maintenance Services

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Phone: 954.921.7781
Fax: 954.921.8807

www.calvin-giordano.com

TOWN OF SURFSIDE
Surfside IT Services

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. General Information Technology Services for Town of Surfside End-Users and Police Department

1. One On-Site full-time IT Support Technician.
 - Forty (40) hours per week , 8-5, M-F, excluding Holidays
 - Addition levels of support will be provided in an as-needed basis. Additional levels of support may include Technology Director or Network Manager to address tasks that require a higher level of expertise.
 - Additional coverage for new Police Department services will be performed remotely or on-site, whichever is most efficient or effective to resolve issues swiftly. Support staff will have the level of expertise required to complete the task.
2. Maintain current inventory of all Town owned computer and network.
3. Maintain current inventory of all Town owned software licenses.
4. Identify network vulnerabilities and present solutions to the Town Administrator.
5. Monitor / Support Firewall.
 - Monitor VPN clients for mobile laptops.
6. Converting documents for Website posting

7. Providing specs and ordering computers and other devices.

8. Channel 77

- Monitor SCALA system used to post Town related announcements.
- Post and remove Town announcements as directed by Town staff.

B. End User/Desktop Support

1. Create/Delete user account on network.
2. Change/Reset user passwords.
3. Troubleshoot all computer related issues.
4. Perform desktop Operating System updates and hot fixes using recommended software.

C. File Backup

1. Backup network shared files to include off-site storage & tape retention.
2. Perform backups on all network related files.
3. Monitor / Support tape backup device.

D. Network File Sharing

1. Monitor / Support network file sharing on server.
2. Train users on proper file sharing methods.

E. Network Print Sharing

1. Configure all printers for network printing.
2. Install network printers on user workstations.
3. Troubleshoot printing issues.

F. Email

1. Monitor / Support exchange server email accounts.
2. Monitor email archiving for compliance with state retention requirements.
3. Monitor / Support exchange server.

G. Procurement

1. Assist the Town on all technology purchases as approved by the Town Manager.

H. Policy

1. Implement defined security policies for all Town staff internally and remotely.

I. Broadcasting

1. Perform duties related to recording events for broadcasting.
 - Broadcasting Services to be charged at \$200.00 per event.
2. Deliver recordings on media to upload on Town's website.
3. Monitor / Support broadcasting equipment.

J. Technology Services Not Provided to the Town under this contract.

1. Support on FDLE server or any law enforcement related computer or software equipment that requires special certification.
2. E911 / DMS system support.
3. IT services beyond the Town's normal hours of operation. Normal hours of operation determined to be 8-5, M-F, excluding Holidays.
4. Software Development
5. GIS Support

K. Additional Services

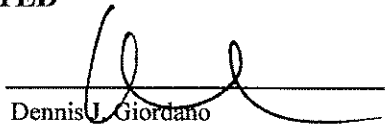
1. Additional Services will be billed to the Town for Services performed after the normal hours of operation or for services outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.
 - Associate Data Technology and Development: \$165.00 hourly
 - Network Administrator: \$155.00 hourly
 - Sr. Application Development: \$165.00 hourly
 - System Support Specialist: \$115.00 hourly
 - Desktop Support Specialist: \$85.00 hourly
 - GIS Specialist: \$125.00 hourly
 - Creative Director: \$125.00 hourly (web development)

2. BASIS OF COMPENSATION:

Hourly rates with an estimated fee of \$75,000.00 plus reimbursables at \$0.00 with a total not to exceed amount of \$75,000.00. Payments to be made monthly.

This contract is for one (1) year with the option to renew for an additional two (2) years.

3. SUBMITTED

Submitted by:  Date: 2-16-11
Dennis J. Giordano

4. APPROVAL

Approved by: _____ Date: _____
Roger Carlton, Town Administrator

**TOWN OF SURFSIDE
WORK AUTHORIZATION ESTIMATE DATE**

WORK AUTHORIZATION NO. 47
PROJECT NAME Surfside IT Services
 CGA Proposal No. 11-3895
DESCRIPTION Surfside IT Services

TITLE	RATE	HOURS/UNITS	COST
Unit	\$75,000.00	1	\$75,000.00
			\$75,000.00

SUB-CONSULTANTS	COST

LABOR SUBTOTAL \$75,000.00
TOTAL \$75,000.00

Reviewed by: _____
 Roger Carlton, Town Administrator



**TOWN OF SURFSIDE
PROFESSIONAL FEE SCHEDULE**

Principal 206.00
Executive Assistant 72.10

ENGINEERING

Associate, Engineering 180.25
Director, Engineering 154.50
Project Manager 133.90
Resident Inspector 123.60
Project Engineer 123.60
Engineer 103.00
Jr. Engineer 87.55
Senior CADD Technician 103.00
CADD Technician 82.40
Traffic Technician 77.25
Permit Administrator 77.25
Clerical 72.10

DATA TECH DEVELOPMENT

Associate, Data Tech Dev. 154.50
GIS Coordinator 133.90
GIS Specialist 113.30
Multi-Media 3D Developer 92.70
GIS Technician 82.40
Sr. Applications Developer 164.80
Applications Developer 123.60
Network Administration 133.90
System Support Specialist 113.30
IT Support Specialist 82.40

CONSTRUCTION

Associate, Construction 154.50
Construction Management Director 123.60
Senior Inspector 92.70

EMERGENCY MANAGEMENT

Director 133.90
Planner 92.70
Jr. Planner 77.25

PLANNING

Associate, Planning 154.50
Director of Planning 133.90
Planning Administrator 123.60
Assistant Director 113.30
Planner 92.70
Jr. Planner 77.25

EXPERT WITNESS

Principal/Associate 309.00
Registered Engineer/Surveyor 257.50
Project Engineer 206.00

LANDSCAPE ARCHITECT

Associate, Landscape 154.50
Senior Landscape Architect 118.45
Environmental Administrator 113.30
Landscape Architect 103.00
Environmental Specialist 92.70
Landscape CADD Technician 82.40
Environmental Assistant 72.10

SURVEYING

Associate, Surveying 164.80
Hydrographic Survey Crew 334.75
G.P.S. Survey Crew 144.20
Survey Crew 128.75
Senior Registered Surveyor 133.90
Survey Coordinator 87.55
CADD Technician 82.40
Submeter G.P.S. 66.95

**MICROBIAL/INDOOR AIR
QUALITY SERVICES**

Sr. Environmental Scientist 103.00
Environmental Scientist 87.55

Building Code Services
Code Enforcement
Construction Engineering & Inspection
Construction Services
Contract Government
Data Technologies & Development
Emergency Management Services
Engineering
Governmental Services
Indoor Air Quality
Landscape Architecture & Environmental Services
Municipal Engineering
Planning
Public Administration
Redevelopment & Urban Design
Surveying & Mapping
Transportation Planning & Traffic Engineering
Utility & Community Maintenance Services

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In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.