

Donald J. Lee, Jr.
Chief of Police



Key West
POLICE DEPARTMENT

TO: Bogdan Vitas, City Manager

FROM: Donald J. Lee Jr., Chief of Police

DATE: October 1, 2013

RE: Ratifying the acceptance of the 2013 Edward Byrne Memorial Grant – Local Solicitation in the amount of \$12,935.00 and approving a scope of work change to reprogram the funding. Authorizing necessary budget amendments and transfers to accept the funding.

Action Statement: Ratify the acceptance of the Federal grant titled 2013 Edward Byrne Memorial Grant – Local Solicitation in the amount of \$12,935.00 and approve a scope of work change to reprogram the funding. Authorize necessary budget amendments and transfers to accept the funding. This grant, if accepted, will allow the Police Department to purchase equipment for the effective and efficient operation of the Department.

Background: The Key West Police Department has been awarded a series of Federal grants to fund our ongoing Information Technology program. This grant, when applied for in July 2013, was originally intended for the purchase of three (3) GETAC next generation in-car computers and monitors to begin the replacement cycle of the current aging units. However, infrastructure surtax funding was approved in the Department's Fiscal Year 2014 budget for this purpose. In accordance with grant terms and conditions, the purchase of any additional computers is prohibited making the purchase of any computers ineligible for reimbursement under this grant. In order to make use of the funding, the Department has obtained approval via email from the granting agency to request the funding be reprogrammed through a grant adjustment notification (GAN) upon acceptance of the grant. The funds will be reprogrammed to purchase additional accessories and equipment to enhance and upgrade our video/audio training simulator. The grant has no matching requirement and the award consists of all Federal Funds thus increasing City revenue.

The grant application submittal and acceptance of the award are both done through the Office of Justice Programs, Department of Justice website. Due to time constraints associated with the acceptance of the award, the Department would be required to accept the award online by October 6, 2013 in order to secure the funding. City Manager gave direction to staff on September 27, 2013 to accept the grant and seek Commission ratification of such approval. After October 6, 2013, the funding would no longer be available.



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www.keywestcity.com



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Options: The City Commission may choose to ratify the acceptance of the grant and approve a scope of work change to reprogram the funding. This will allow reimbursement of \$12,935.00 for the purchase of additional accessories and equipment to enhance and upgrade our video/audio training simulator. No City match required.

The City Commission may also choose to cancel the grant award and forgo the funding opportunity and revenue provided by this grant.

Financial Impact: Grant revenue of \$12,935.00 is budgeted in Account No. 001-0000-331.20-00. Due to an oversight, the expenditures for the purchase of grant eligible equipment will be funded by general fund reserves Account No. 001-1900-519.98-03 with a transfer to the Police Department operating Account No. 001-2104-521.64-00 for the expenses. The project number is PD1403.

Recommendation: We recommend the City Commission ratify the acceptance of the grant and approve a scope of work change to reprogram the funding.



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