



RESOLUTION # 2012-56

RESOLUTION OF THE CITY OF WEST MIAMI, FLORIDA AUTHORIZING THE CITY MANAGER OF THE CITY OF WEST MIAMI TO APPLY FOR THE FEDERAL DRUG CONTROL AND SYSTEM IMPROVEMENT PROGRAM GRANT AVAILABLE THROUGH THE MIAMI-DADE COUNTY OFFICE OF GRANTS COORDINATION; TO EXECUTE THE APPROPRIATE AGREEMENTS AND AMENDMENTS FOR SAID GRANT AND TO APPLY FOR, RECEIVE AND EXPEND FUNDS FOR THE PURPOSE OF CREATING A RECORDS IMPROVEMENT PROGRAM

WHEREAS, the Mayor and City Commission of the City of West Miami, Florida desire to accomplish the purpose outlined in the accompanying Program Narrative.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF WEST MIAMI that:

- SECTION 1. The City Commission hereby authorizes the City Manager to apply to the Miami-Dade County Office of Grants Coordination for funds in the approximate amount of \$2,179.00 to purchase a LaserJet printer, sheet fed scanner and a 6 TB external hard drive for the Police Department.
- SECTION 2. The City Commission hereby authorizes the City Manager to execute such contracts and agreements as are required by this Commission, following their approval by the City Attorney.
- SECTION 4. The City Commission hereby authorizes the City Manager to execute such other contracts as will serve to further the purposes described in the funding request, following their approval by the City Attorney.
- SECTION 5. The City Commission hereby authorizes the City Manager to expend any and all monies received for the purpose described in the funding request; to receive and expend any additional funds that might become available during the term of the grant; to file and execute necessary amendments to the application for and on behalf of the City of West Miami, Florida; and to exercise amendment, modification, renewal, cancellation and termination clauses of any contracts and agreements on behalf of the City of West Miami, Florida
- SECTION 6. This Resolution shall take effect immediately upon passage by the City Commission and signature of the Mayor.

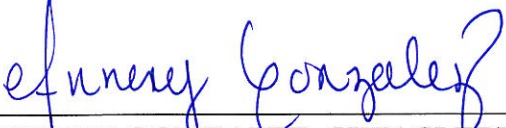
PASSED AND ADOPTED THIS 7th DAY OF NOVEMBER, 2012.

APPROVED:



EDUARDO H. MUÑINA, MAYOR

ATTEST:



ANNERY GONZALEZ, CITY CLERK

APPROVED AS TO FORM AND SUFFICIENCY:



JOSE A. VILLALOBOS, CITY ATTORNEY

ROLL CALL VOTE:

MAYOR EDUARDO H. MUÑINA	<u>Y</u>
VICE-MAYOR LUCIANO L. SUAREZ	<u>Y</u>
COMMISSIONER CANDIDA BLANCA	<u>Y</u>
COMMISSIONER JUAN M. BLANES	<u>Y</u>
COMMISSIONER ELSA J. VAZQUEZ	<u>Y</u>

PROGRAM NARRATIVE

Jurisdiction Name: City of West Miami

Contact Person: George P. Kulik, Jr.

Address: 901 SW 62nd Avenue
West Miami, FL 33144

Contact Numbers: O (305) 788-0314
F (786) 388-5240

Program Area: Records Improvement.

Program Dates: 10/01/12 through 09/30/13

Program Name: Printer-Scanner-External Hard
Drive

Target Population: City Residents

Problem Identification

The West Miami Police Department is in need of support equipment to tie together all aspects of record management. Currently the Department does not have a durable laser printer to print all types of records utilized by officers and support personnel. Additionally, we do not have a high speed, high volume, scanner to scan records to PDF documents for secured storage, or a dependable large capacity external hard drive to store data securely.

The current system in place at the WMPD is antiquated, problematic and requires voluminous space capacity to maintain these records in compliance with Florida public records laws. Currently there is no way to send certain records electronically, except through the use of a fax machine to the State Attorney's Office, U.S. Attorney's Office or any other allowed recipient of the these records. Some of the records which cannot be faxed include: scene photographs, suspect line-up photographs, fingerprint cards, etc. By electronically scanning these items into a digital format, the electronic transmission will allow for exact duplicates, including color photographs to be sent to the appropriate entity's requesting them. The old-fashion method of records keeping has been replaced by electronic media. Additionally, the Department does not have a high volume centrally located laser printer to supply record copies to officers, attorneys, offenders and others.

Program Description

We plan to purchase a durable laserjet mono printer, a sheetfed high output scanner and a 6 TB external hard drive to tie together the various aspects of our records storage program.

The WMPD has very limited records storage capacity and with the advances in document scanning and storage this equipment will:

- Allow for old records to be scanned and converted to PDF files for:
 - Reducing storage space.
 - Minimizing the potential loss or misfiling of paper records.
 - Make records retrieval nearly instantaneous instead of searching through dozens of boxes of old paper records.
 - Have the records on-line and available for officers when they require these records for court purposes.
 - Have the ability to email complete files, including original incident reports, supplementary reports, evidence logs, and photographs to the State Attorney's Office.
- Maintain protected back-up of all files to avoid losing electronically converted records.
- Make records destruction an easier and more automated process as allowed by Florida public records laws.
- Allow for the reproduction of documents from the centrally located records area.