

RESOLUTION NO. 2011-3530

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AUTHORIZING THE CITY MANAGER TO APPLY FOR A 2012 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FROM THE FEDERAL DRUG CONTROL AND SYSTEM IMPROVEMENT PROGRAM, THROUGH THE OFFICE OF GRANTS COORDINATION, JUSTICE ASSISTANCE GRANT ADMINISTRATION FOR MIAMI-DADE COUNTY; AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT CONTRACTS AND AGREEMENTS, EXECUTE CONTRACTS AND AGREEMENTS TO ACCOMPLISH GRANT FUNDING PURPOSES, EXPEND FUNDING FOR ESTABLISHED AND AUTHORIZED PURPOSES, RECEIVE AND EXPEND ADDITIONAL FUNDING THAT MIGHT BECOME AVAILABLE, EXECUTE AMENDATORY APPLICATION DOCUMENTATION, AND TO EXERCISE ALL CONTRACTUAL RIGHTS, AUTHORIZATIONS AND PRIVILEGES AVAILABLE TO THE CITY; EFFECTIVE DATE.

WHEREAS, the Police Department has been advised that it is eligible to apply for a 2012 Edward Byrne Memorial Justice Assistance Grant from the Federal Drug Control and System Improvement Program; and,

WHEREAS, the Office of Grants Coordination, Justice Assistance Grant Administration for Miami-Dade County is the agency that is responsible for receiving and processing such Grant applications; and,

WHEREAS, the City Police Department has determined that it is eligible for applying to the County for Grant funding in the approximate amount of \$3,570.00; and,

WHEREAS, the Grant funding will be used by the City Police Department to fund the overtime costs incurred by Staff in providing the required data entry services to automate old police records; and,

WHEREAS, the City Police Department, City Administration, and City Council have determined that it is both proper and appropriate to apply for the subject Grant Funds:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS, FLORIDA:

Section 1: That the City Council of the City of Miami Springs hereby authorizes the City Manager to apply to the Office of Grants Coordination, Justice Assistance Grant Administration for Miami-Dade County, for a 2012 Edward Byrne Memorial Justice Assistance Grant from the Federal Drug Control and System Improvement Program in the approximate amount of \$3,570.00.

Section 2: That the City Council of the City of Miami Springs hereby further authorizes the City Manager to execute all contracts and agreements required to secure said grant funds, execute such other documents/contracts and agreements as will effectuate the purposes of the grant, expend the grant funds for the purposes set forth in the grant, receive and expend such other additional funding that might become available in coordination with the expenditure of the grant funds, execute and file any amendatory grant application documents required, and to appropriately exercise any and all rights, authorizations, and privileges contained in any contracts or agreements related to the grant funds.

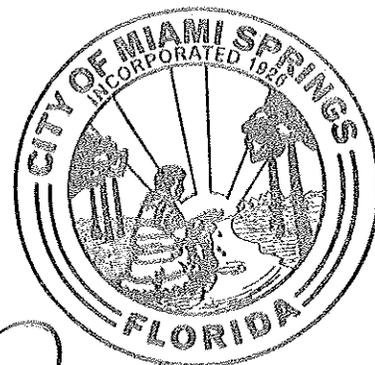
Section 3: That the City Council of the City of Miami Springs hereby approves and authorizes the "Program Narrative", attached hereto as Attachment "A", which describes the Police Department activities related to the subject grant.

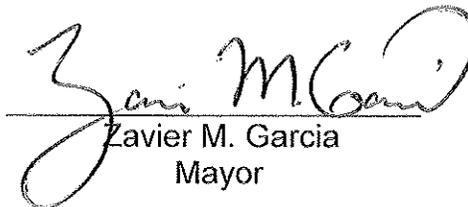
Section 4: That the provisions of this Resolution shall be effective immediately upon adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this 14th day of November, 2011.

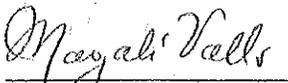
The motion to adopt the foregoing resolution was offered by Councilman Lob, seconded by Vice Mayor Espino, and on roll call the following vote ensued:

Vice Mayor Espino	"aye"
Councilman Best	"absent"
Councilman Lob	"aye"
Councilwoman Ator	"aye"
Mayor Garcia	"aye"




Xavier M. Garcia
Mayor

ATTEST:


Magali Valls, CMC
City Clerk

APPROVED AS TO LEGALITY AND FORM:


Jan K. Seiden, City Attorney

PROGRAM NARRATIVE

Jurisdiction Name: Miami Springs

Contact Person: Capt. Jon Kahn

Address: 201 Westward Drive
Miami Springs, Florida 33166Contact Numbers: O: (305) 805-5110
F: (305) 884-2384

Program Area: Records Improvement

Program Dates: 10/01/11 through 09/30/12

Program Name: Criminal Justice Records
Improvement

Target Population: City Residents

Problem Identification

Due to staffing cuts, the Miami Springs Police Department is several years in arrears in scanning and indexing its paper police records to a retrievable optical imaging format. These records span 1988 to 1998, and currently include approximately 25 boxes of case reports and arrest records that are kept at an off-site storage facility as well as a large volume of records retained in-house. One box of records is estimated to contain about 2,400 records, or 6,200 pieces of paper. The off-site warehousing is costly, unwieldy, and results in a delay in retrieving archived reports.

A few years ago the Department purchased an advanced archive indexing optical imaging system to digitize and index these documents for efficient retrieval. While the use of the new equipment significantly improved the Department's criminal justice records management system, staff shortages made it difficult to complete the task of sorting, scanning, indexing, classifying and destroying these archived police documents.

Using previously acquired JAG Funds, the Miami Springs Police Department has been able to begin addressing this need by outsourcing the prepping and scanning portion of this process (the most time consuming part of this project) to a high-speed automated data imaging specialist vendor. These documents were then returned to MSPD in digital format. Then, existing clerical staff, on an overtime basis, imported the images from the DVDs, indexed the records into our system according to departmental standards, and prepared the paper records for destruction in compliance with Florida State Archive regulations. This has worked well towards alleviating much of the backlog of police records that are strictly on paper media at an off-site storage facility and our personnel were more productively able to work solely on the technical aspects of this process.

However, much remains to be done. Assistance with the continuation of this project will greatly improve our criminal justice records management by moving us towards the completion of total conversion from the manual system to an electronic retention and retrieval system. Because of the use of previous JAG funds, most of the remaining 25 boxes of police records have either been fully or partially scanned or indexed. Therefore, it is not necessary to outsource the scanning portion of this project and instead utilize the funds towards paying clerical staff to review, make scanning corrections, classify and ultimately destroy the corresponding paper copy of the police reports.

Program Description

The Miami Springs Police Department proposes to continue this records management and data migration project by utilizing clerical personnel on an overtime basis for approximately 129 hours to review, correct scanning errors, classify and destroy the original paper copy of approximately 13 boxes of police records. This will be accomplished by using the funds obtained through this requested Byrne Grant allocation. This project will increase the available work space in the Police Department by digitizing and indexing police records that are stored both off-site and in-house; eliminating the monthly storage and retrieval costs related to these records and allowing for instant access instead of waiting the current two to three days for the boxes to be pulled from the off-site warehouse.

Jurisdiction Name: Miami Springs

Contact Person: Capt. Jon Kahn

Address: 201 Westward Drive
Miami Springs, Florida 33166

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Program Name: Criminal Justice Records
Improvement

Target Population: City Residents

Required Activities	Planned Measures	Monitoring Plan
<p>Convert 13 boxes (approx. 31,200 reports) of records/files from a manual system to an electronic retention system for the purposes of criminal justice records improvement.</p> <p>Utilize approximately 130 hours of overtime to import the images into the existing system, review the images for errors or omissions, index the records according to departmental standards, and sort, quantify and prepare the original documents for destruction in compliance with Florida State archive regulations.</p>	<p>Funds will be allocated for overtime pay for clerical staff that are not normally assigned to this project to review the paper record against the optical imaging system, check for scanning/omission errors, make appropriate corrections and classify the paper report copies in accordance to State Archive standards. After these steps have been accomplished, the corresponding paper records can be destroyed.</p>	<p>The Provider is to submit the following information to the County in a complete and timely manner:</p> <ul style="list-style-type: none">Quarterly Performance ReportsQuarterly Expenditure ReportsComputerized reports from optical imaging systemPayroll documentation including payroll registers, time sheets and overtime slips.Proof of payment/cancelled check for contractual services.

PROGRAM BUDGET

Jurisdiction Name: MIAMI SPRINGS
Program Area: Records Improvement
Program Name: Records Improvement

Contact Person: Capt. Jon Kahn
O (305) 805-5110 F (305) 884-2384
Program Dates: 10/01/11 - 09/30/12

CONTRACTUAL SERVICES TOTAL	\$3,570
Salaries and Benefits, Total	\$3,570
Clerk/Communications staff X 125.26 hours X \$28.50/hr (overtime)	\$3,570
Benefits include FICA	
Contractual Services, Total	\$0
Vendor to convert documents into digital format (paid by volume)	
Operating Capital Outlay, Total	\$0
Expenses Total	\$0
Total Budget	<u>\$3,570</u>
Miami Dade County will reimburse an amount not to exceed:	<u>\$3,570</u>