

RESOLUTION NO. 2013-3606

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AUTHORIZING THE CITY MANAGER TO APPLY FOR A FY 2014 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 FY 2014 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 \$2,684.00; and,

WHEREAS, the Grant funding will be used by the City Police Department to continue the improvement of departmental records management and data migration by purchasing two additional scanners; 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:

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 FY 2014 Edward Byrne Memorial Justice Assistance Grant from the Federal Drug Control and System Improvement Program in the approximate amount of \$2,684.00.

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.

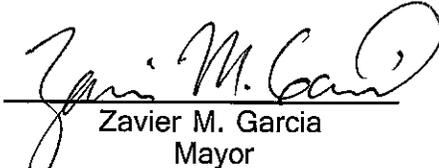
Section 4: That the provisions of this Resolution shall be effective immediately upon adoption by the City Council.

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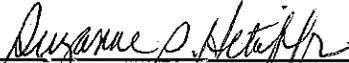
PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this
12th day of November, 2013.

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

Vice Mayor Bain	"aye"
Councilman Windrem	"aye"
Councilman Lob	"aye"
Councilman Petralanda	"aye"
Mayor Garcia	"aye"


Zavier M. Garcia
Mayor

ATTEST:


Suzanne S. Hitaffer, CMC
Acting City Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Jan K. Seiden, Esquire
City Attorney

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ATTACHMENT A

PROGRAM NARRATIVE

Jurisdiction Name: Miami Springs

Contact Person: Ofc. Capote

Address: 201 Westward Drive
Miami Springs, FL 33166

Contact Numbers: (305) 888-5286

Program Area: Records Improvement

Program Dates: 10/01/13 through 07/31/14

Program Name:

Target Population:

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 contain offense incident reports spanning 1998 to 2013, and currently include approximately 6 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.

Several 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. However, several years of paper records remain to be digitized. 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 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 114 hours to review, correct scanning errors, classify and destroy the original paper copy of approximately 6 boxes of police records that remain in an off-site storage facility as well as processing approximately 6 shelves (equivalent to about 6 boxes) of on-site 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.