

**CITY OF CORAL GABLES, FLORIDA**

**RESOLUTION 2021-**

**A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF CORAL GABLES, FLORIDA, ADOPTING AN  
UPDATED PUBLIC RECORDS AND INFORMATION  
REQUEST POLICY**

**WHEREAS**, the City’s current Public Records and Information Request policy, as detailed in CAO 2017-045, and previously presented to the City Commission, sets forth the policies and procedures for City staff to timely and expeditiously respond to public record requests; and

**WHEREAS**, public record requests are processed through the City Clerk’s Office, the Fire Department, and the Police Department and the City Clerk’s office alone has received over 3,200 public record requests since April of 2018; and

**WHEREAS**, in 2021, the City Clerk’s office has already received over 800 public record requests; and

**WHEREAS**, on September 1<sup>st</sup>, the City will be transitioning to a new public records request portal and as a part of that transition the City Clerk’s Office conducted an informal survey of other municipalities and agencies and reviewed the City’s current policies and procedures; and

**WHEREAS**, as a result of that survey and the review of current City practices, the City Clerk and City Attorney’s offices have worked to update the current policy and coordinate all relevant code provisions and policies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE  
CITY OF CORAL GABLES:**

**SECTION 1.** The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

**SECTION 2.** That the City Commission hereby adopts the Public Records and Information Request Policy in substantially the attached form and authorizes the City Clerk and City Attorney to implement and modify the policy as needed to comply with changes to applicable laws and City procedures.

**SECTION 3.** That this Resolution shall become effective upon the date of its passage and adoption herein.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF AUGUST, A.D., 2021.  
(Moved: \_\_\_\_\_/ Seconded: \_\_\_\_\_)  
(Yeas:)  
(Unanimous:)  
(Non-Agenda Item)

APPROVED:

VINCE LAGO  
MAYOR

ATTEST:

BILLY Y. URQUIA  
CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

MIRIAM SOLER RAMOS  
CITY ATTORNEY