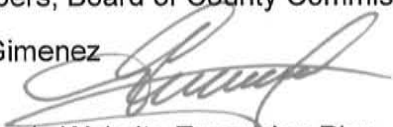


Memorandum



Date: August 21, 2012
To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
From: Carlos A. Gimenez
Mayor 
Subject: Public Records Website Expansion Plan

A County Public Records Website Expansion Plan (Plan) has been developed by the Information and Technology Department in coordination with other stakeholders to increase the availability of public records on the County's website. As directed by Resolution R-56-12 adopted by the Board of County Commissioners (Board) on January 24, 2012, we have developed a more comprehensive open government transparency portal, which will be launched this month. The Plan also includes future phases, to be implemented once resources are identified, to further efforts to make County information accessible to our residents.

Background

In developing the Plan, the posting of numerous sources of public information were analyzed. The Plan has been divided into three phases:

- Phase 1 is comprised of the redesign of the County's transparency website to develop a more comprehensive open government transparency portal;
- Phase 2 includes implementation of the new Enterprise Content Management system and capabilities; and
- Phase 3 encompasses the establishment and implementation of business processes to increase the automated posting of public records on the County's portal.

Phase 1

The County's web portal, www.miamidade.gov, currently offers a considerable amount of public records and transparency information on various pages. In order to improve access to this information, a new "Open Government" website will replace the existing Financial Transparency website. The launch and promotion of this portal is planned for August 2012. The new site also contains employee salaries as directed by R-316-12 as well as all of the existing information on the Financial Transparency website.

Phase 2

The next phase of the Plan details the implementation of the new Enterprise Content Management System. This technology provides the ability to better manage the County's electronic records by: 1) capturing and indexing information in a digital manner; 2) facilitating search capabilities, in accordance with retention requirements; and 3) archiving County policies in a single and secure system of record. Full implementation of the new system, which includes transferring over 50 million electronic County documents stored in older technology, will be completed as resources are identified. As the County implements the new technology, expansion of the "Open Government" website will include the posting of public records requests received through the Mayor's Office (media requests), in addition to documents routed through the Mayor's Office for signature.

Phase 3

The final phase of the Plan establishes the automated processes to review County records prior to posting online. Based on pre-defined business rules, certain information will flow to the website or remain secured within the system.

Honorable Chairman Joe A. Martinez,
and Members, Board of County Commissioners
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However, certain information not automatically posted will require review by staff to determine its eligibility for placement on the website. A committee will be established to determine what records should be posted online. This committee, to be called the Public Information Committee, will be chaired by a representative from the Office of the Mayor, and I propose the inclusion of representatives from the County Attorney's Office, Clerk of Courts, and the public safety, technology, and communication departments. The committee will engage departmental experts to review subject information as needed on a case by case basis.

The goal to increase County government transparency and the trust of our residents is one shared by all. The Board will be kept apprised of the progress of this implementation as well as the expansion of the "Open Government" website.

If you have questions, please contact Deputy Mayor Edward Marquez at 305-375-1451.

Attachment

- c. Honorable Harvey Ruvlin, Clerk of the Court
Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Charles Anderson, Commission Auditor

Public Records Website Expansion Plan

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Introduction

On January 24, 2012, the Miami-Dade County Board of County Commissioners (Board) adopted Resolution No.56-12 (Appendix A) directing the County Mayor or County Mayor's designee to prepare a plan to expand County public records information posted on the Internet via the County's portal, miamidade.gov. The resolution states that records should be made easily accessible to the public for review and use. The plan outlined in this document will discuss a phased approach that meets the objectives defined in the aforementioned resolution.

Previous resolutions, as well as government trends on federal, state and local levels, have been considered and addressed in the preparation of this plan. This includes adopted Resolution R-56-12 as stated above; Resolution R-952-10 (Appendix B), approved by the Board on September 21, 2010, requiring the posting of the County's Financial Records Online, currently posted on the County's Financial Transparency website and Resolution R-316-12 (Appendix C), recently adopted on April 3, 2012, directing the "County Mayor or County Mayor's designee to prepare a printed report containing the names, positions and salaries of all Miami-Dade County employees, to update such report annually, and to maintain a copy of the most recent such report at all Miami-Dade County Regional Libraries."

Resolution Objectives

- Utilize the County's Internet resources to further the goals of transparency and trust in government by increasing public records on the County's portal.
- Prepare a plan to increase the extent of available information, and facilitate easy access to all public records information via the Web.
- Conduct a review of public records currently available on the County's website.
- Identify additional categories of public records information that should be posted on the Internet.
- Establish a timetable and budget for the implementation of the plan.
- Provide future alternatives to automatically post all public records information online.

Resolution Constraints

- In preparing and implementing this plan, the Mayor or designee will take all steps necessary to ensure that no information exempted from the Public Records law is posted on the County's website and that information deemed confidential by state or federal law shall be exempted from disclosure.
- The Mayor or designee will develop a process to weigh whether certain information, although not deemed confidential under state or federal law, should not be posted because the potential dangers that the information could be used to steal the identity of a private citizen or County employee outweigh the benefits of posting the information on the Web.

Considerations

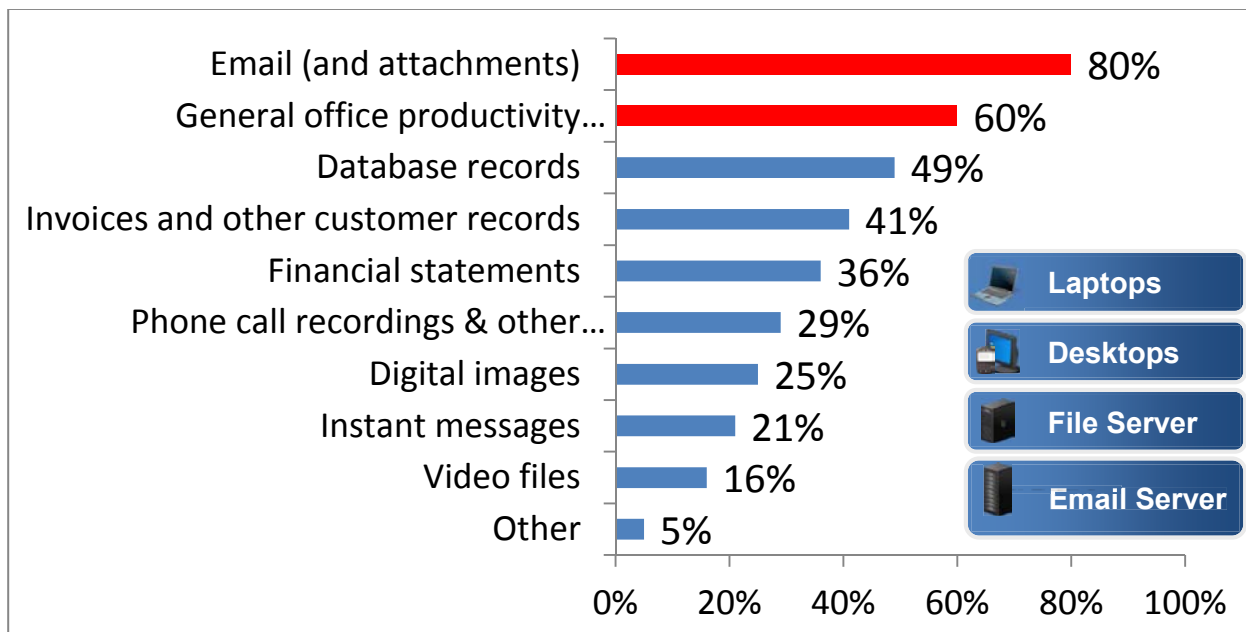
- The expanse of government public information is exceedingly voluminous and must be presented in a format that is easily usable by Miami-Dade County's website visitors.
- The County's website must adhere to Federal, State Statues, County Code, internal Administrative Orders and policies, and must display content in a secure manner.

Findings

There are numerous sources of public information comprising various types and formats. Public records come in the form of paper, digital files such as data files, recordings, emails, electronic calendars, video and other electronic media. All of this information is considered “content.” Requests for information are made to the Mayor’s Office, the Board of County Commissioners, County departments, 3-1-1 and solicited through the County’s Public Access site in addition to the “Contact Us” webmaster services throughout the County’s website, miamidade.gov. Requests are typically handled independently by each agency.

The chart below shows typical types of data requested in legal proceedings. As an example, in 80% of the occurrences, emails are requested while 60% of the time office documents such as memos and contracts are requested.

Source: ESG Research Report, *E-mail Archiving Survey*



During the preparation of this plan, the feasibility and value of adding various types of information to the County’s website was considered. This document describes findings for email, social media (such as Facebook), employee salaries, financial and procurement records, and documents stored in the County’s Enterprise Content Management technology. Although public records law includes text messages, voice messages, video files and phone calls, it is not practical for the County to capture these types of files at this time and therefore are not being considered as part of this plan.

Information Currently available on the County's Website

Although not accessible from a single page, considerable information is presently made available through the County's portal via miamidade.gov, which serves residents and businesses on a 24/7 basis. Information is accessible through online services in the form of webcasts, images or documents and searchable systems that offer varied information including County news, business opportunities, events and more. In some cases, information is live and updated as business processes take place throughout the County. In other instances, information is made available in a more static manner. Static offerings include documents displayed in Portable Document Format (PDF), a global standard for capturing, sharing and reviewing information. Although a wide spectrum of information is available on the portal, due to the current state of the information which is stored in multiple formats and platforms across the County, the organization and management of the information as well as the availability and accessibility of it can be enhanced. Appendix D provides an inventory of public records currently available on the County's portal.

Review of Current Media Requests

In an effort to identify additional categories of public records information that could be posted on the Internet, the Mayor's Office of Communications' media request logs for the past five years were reviewed. On average, approximately 100 media requests are received on a monthly basis, generally related to specific "hot" issues that comprise the latest news. Also, it was found that within the 100 average media requests a month, the same request is duplicated across the different media outlets. Examples of "hot topics" have included the Marlins Stadium, Wackenhut Security Lawsuit, FPL's Proposed Corridors, Digital Billboards, the Port of Miami Tunnel and, most recently, the County vehicles at the Earlington Heights garage. Recurring requests are also received during budget time related to personnel and service cuts. A sample of the Mayor's Office monthly public records requests is included in Appendix E.

Each media request is handled by a Communications Media Relations Specialist on a case-by-case basis. These individuals communicate with the appropriate County departments and/or agencies needed to fulfill the public records requests in a timely manner. Depending on the staff hours required to assemble the information, departments may elect to assess fees or charges in accordance with County Administrative

Order 4-48: Fees Charged to the Public for Examining and Duplicating Records (Appendix F), which adheres to Chapter 119 of the Florida State Statutes.

In addition, the Mayor's Office uses a Document Tracking System termed "DocTrack" where correspondence and signature items requiring the Mayor's or Designee's signature are logged, tracked and once finalized, the documents are attached and the assignment is closed. Some of the documents stored in this system are travel requests, incoming and outgoing mail correspondence to/from the Mayor, County contracts, Memorandums of Understanding, Internal County Memorandums, constituent concerns and responses, Travel Requests, Leave Requests, e-mails, faxes, etc. Most of the files that are stored in the system are Adobe PDFs but other types of files like emails, word and excel files can also be stored. This system is maintained by the Information Technology Department and its contents will be placed in the new Electronic Content Management System as part of the implementation of this plan.

Departments and the Board's Communications Office also receive public records requests and these are processed accordingly by the operational department. The Information Technology Department maintains a Public Access Website where individuals or businesses can place a request for Digital Public Records. This site is generally used by other governmental agencies and private companies to request geographic information such as aerial photographs, layers and maps, and Property Appraisal Data Files such as property auction lists, Value Adjustment Board petitions, property and tax information, Construction Permits Lists and Local Business Tax Receipt lists such as business permits, licenses, etc. The site has a fee schedule associated with the use of the services and is accessible at <http://www.miamidade.gov/technology/public-access.asp>.

Processing of the Mayor's Office of Communications media public records requests, usage of the Document Tracking System, and public provisioning of the Public Access site follow State law and County administrative procedures. It is recommended that the process remain as is, but be enriched in the near future as it will be possible to post "hot topics" public records requests online in addition to correspondence being routed through the Mayor's Office utilizing the new Electronic Content Management System. In the short term, this may be accomplished through a pilot program where Public Information Officers representing a select number of high volume departments participate in publishing media requests received to the web on a trial basis. The pilot project will evaluate costs, time, benefits and fine tune the process in preparation for countywide deployment.

Public Records Law

Confidential Records – Federal, State, and Local Laws

When making the County's records more available to the public on the Internet, care must be taken to exclude records that contain information that is confidential under Federal or State law.

Confidential records include, but are not limited to, such matters as:

- certain medical, HIV, mental health, child abuse and substance abuse treatment records;
- proprietary business, financial, trade secrets and tax records of private parties held by government in certain contexts;
- investigatory materials in certain context and for various times;
- identities of certain persons, including certain donors, pet owners, government-employee beneficiaries, callers to certain hotlines, whistle-blowers in certain contexts;
- certain work papers, including those supporting certain audits or clemency investigations;
- certain records relating to the security of private and public buildings;
- personal identifying information of government employees and members of the public in certain circumstances;
- juvenile offender records;
- certain public hospital information; and
- Social Security numbers.

As is apparent from this partial list, Federal or State law protects the confidentiality of many different types of records. State law, for example, contains over eight hundred (800) separate exemptions from the Public Records law as stated by the Office of the Attorney General, *2012 Government in the Sunshine Manual* (Fla. 2012) at 212-81 (summarizing exemptions). The list of exemptions is dynamic and changing. In the 2011 Legislative Session, for example, the Legislature enacted a further 10 exemptions. *Id.* at 2.

Federal law also makes certain records confidential (*See, e.g.*, Health Insurance Portability and Accountability Act 29 U.S.C. §1181 *et. seq.*; the Privacy Act, 5 U.S.C.A. §552a; the Federal Information Security Management Act, 44 U.S.C.A. §3541; the Homeland Security Act, 6 U.S.C. 6, *et. seq.*). Sometimes a determination must be made whether a federal confidentiality statute preempts a state law requiring

disclosure (See, e.g., *Forsberg v. Housing Auth. of Miami Beach*, 455 So. 2d 373 (1984) --finding federal law did not preempt).

Because the list of confidential records is so extensive and dynamic, the determination of whether a particular record is confidential may require time and care. It is best done by the officials and lawyers who regularly deal with the type of record at issue, and, are therefore more aware of the confidentiality laws pertaining to those types of records and how those laws have been applied and interpreted in the past.

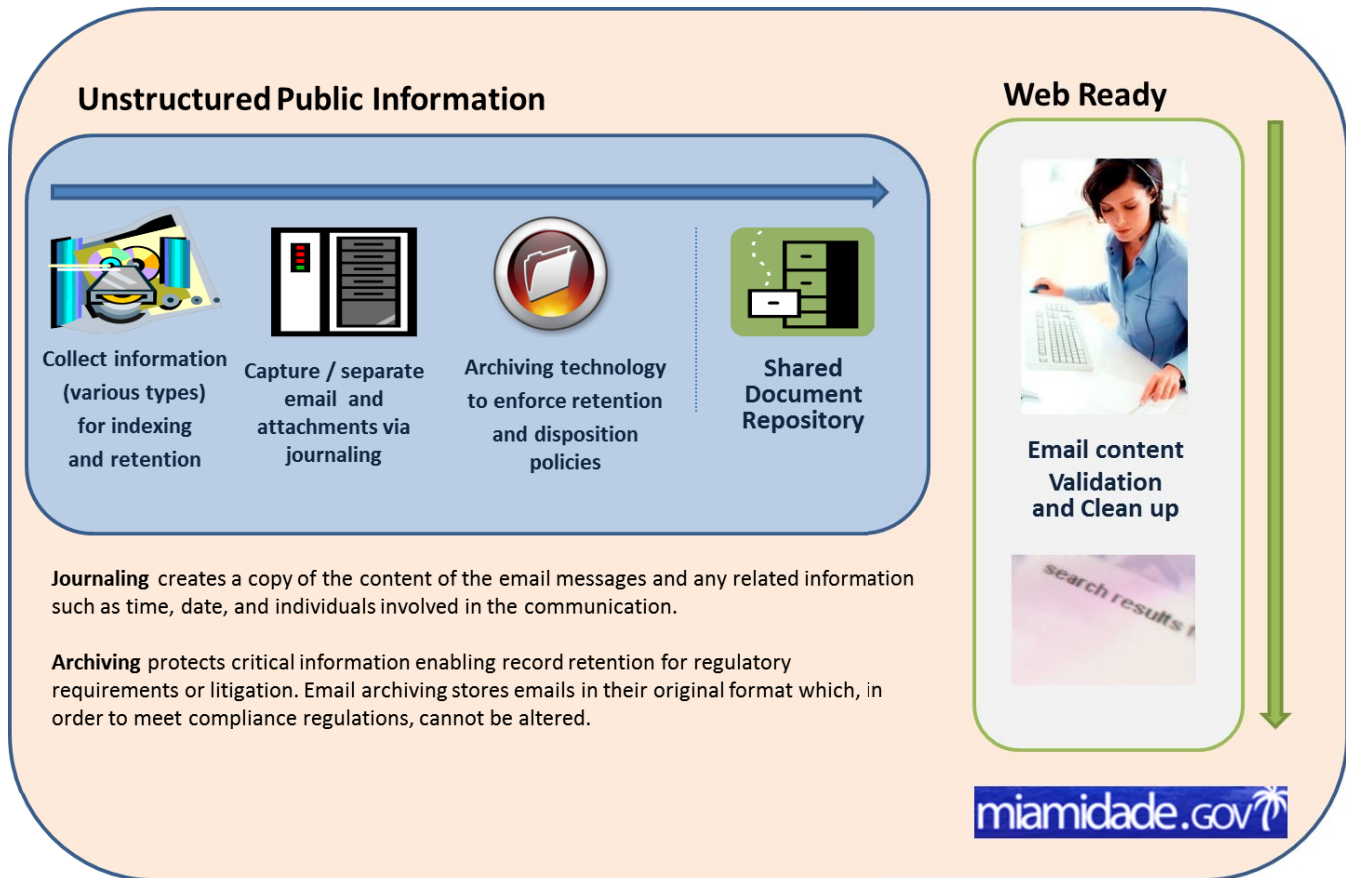
Email

The County maintains approximately 25,000 email mailboxes and receives an average of 300,000 emails a day. On a daily basis, of those emails, about 225,000 are classified as spam, virus infected or phishing emails which are automatically blocked by technology that has been implemented as part of the County's cyber security strategy.

While the majority of these mailboxes are centrally managed by the Information Technology Department, other departments such as Police, Aviation, Water and Sewer and Fire Rescue administer email for employees within those respective departments. County emails are subject to records retention requirements as defined by Florida Law and County Administrative Order. Please see Appendix G for subject memo: Retention of Electronic Mail (e-mail) and other Electronic Records.

Emails fall into a category termed "unstructured data," meaning the information is comprised of free-form text and attachments. This characteristic makes it difficult to classify emails that may contain sensitive information such as a Social Security number, as well as other information that may make it unsuitable for display on the website due to privacy and government regulations. Additionally, email's inherent features pose security concerns because of the inability to control signature lines, the body of the email, sender and receiver user IDs and distribution. Desirable features such as the ability to automatically redact certain information, search and classification of information are challenging. A method to automatically retain, index and manage by policy in an automated repository is required. Additional technology is needed to intercept incoming and outgoing mail that will satisfy process requirements before email can automatically be posted on the County's website.

In order to make County email available on the County’s website, an email management solution is required. This technology would provide archiving, journaling of email to a content repository, full text search, discovery tools to exclude protected information and deliver scrubbed messages for Web publishing. A sample workflow is depicted in the following page.



This is a complex process that requires analysis to include a customized solution that may involve both automated and manual intervention. A separate feasibility study and pilot project will be conducted to determine timelines, cost and benefits.

Currently Available Social Media (Facebook and Twitter)

The [County’s Facebook page](#) was launched on January 6, 2009, and its [Twitter](#) account was launched on March 21, 2009. As of June 5, 2012, the Facebook page had 8,204 “likes” or followers and the Twitter account had 5,449 followers. Posts to both include video, photos and links - primarily to Miami-Dade County web content - relating to County services, programs and events. Other content includes responses to user comments or questions, the occasional news article, Facebook Notes on more complex issues and

Polls. Currently, the County has 11 official Facebook pages for departments including Libraries, Parks, Zoo, Animals Services and others. Due to the varying message and audience types, multiple Facebook pages are appropriate and consistent with the social media strategies being implemented by other local governments across the nation.

In February 2012, the County officially replaced its Video On-Demand site with a [YouTube](#) channel populated with County-produced videos. The channel currently has 100 videos available, 190 subscribers and 133,968 video views.

As a result of the growing popularity of the social media channels, the County has implemented a Social Media policy that can be found at http://intra.miamidade.gov/policies/social_networking.asp and reads as follows:

It is the County's responsibility to provide taxpayers with accurate, consistent and reliable information about County news, events, programs and initiatives. In keeping with that function, County departments may use social media to promote County programs, services, events and initiatives, and as a tool to recruit potential employees. While departments are encouraged to use these channels as part of an integrated communication strategy, Community Information and Outreach is responsible for ensuring that such websites are used in a manner consistent with larger organizational goals and policy and reserves the right to modify any content that is inconsistent with these goals.

Please see Appendix H for the full Social Media Policy.

Financial and Procurement Records

Much of the County's financial and procurement information is available on the County's website (see Appendix D). Reports and limited searches are available. Systems were developed as needed, so information is stored in multiple formats and in different structures. These characteristics make it difficult to conduct comprehensive searches across systems in a holistic, organized manner. It is recommended that an analysis of processes that involve documents such as solicitations and contracts be evaluated for integration with the new Enterprise Content Management system.

Approach

County staff from numerous departments and subject matter experts in public records policies provided input to this plan. Communication took place with the County Attorney's office in order to ensure adherence to Public Records law. Staff recognized the added value and convenience of increasing "self-service" capabilities on the County's website and as directed in the resolution, and weighed this benefit with the ability to manage the information in order to recommend a methodology for its dissemination.

The plan will be implemented in three phases, below is a detailed description of each phase:

Phase 1

Redesign of the County's Transparency website

In accordance with Resolution R-952-10 adopted by the Board in September 2010, last year the County launched a Financial Transparency website displaying non-salary financial disbursements and County budgetary and financial reports.

The screenshot shows the Miami-Dade County Financial Transparency website. The header includes the Miami-Dade County logo and the text "MIAMI-DADE COUNTY FINANCIAL TRANSPARENCY". Below the header is a navigation menu with links for Home, Financial Reports, Online Checkbook, About, and Contact Us. The main content area features a "Transparency Tools" sidebar with links to Financial Reports, Glossary, and Online Checkbook. The central content area has two main sections: "County's Financial Reports" with a link to "Review the County's Budget, Annual Reports and Bondholders' Report" and "County's Online Checkbook" with a link to "View County payments and disbursements with the Online Checkbook tool." To the right is a "Other Transparency Resources" sidebar with links to State Financial Transparency, Federal Open Government Initiative, Federal Recovery Dollars, and County Transparency Applications. At the bottom, there is a section titled "What's transparency all about?" with introductory text.

The website is being redesigned so the financial aspect of the County's transparency site becomes just one of several components of a newly designed **Government Transparency Portal**. The redesign will increase the extent of information available on the website and further simplify access to currently existing Public Records information. Implementation of Phase 1 of this plan includes the augmentation of the transparency site with employee salary information. Inclusion of this information will satisfy the directives in Resolution R-316-12 regarding the availability of the names, positions and salaries of all Miami-Dade County employees at County libraries.

Employee Salaries

Employee salary information will be derived from the County's Employee data warehouse currently supporting systems such as the County's Employee Portal branded as eNet. The information will be refreshed on a bi-weekly basis. Gross end-of-year-to-date wages will be kept online for a period of five years. Search criteria for employee salary information will include employee name, department, salary range and year, with year being a required entry. Any combination of these items may be entered as part of the search criteria. The employee salaries site will display the employee name, department, title, gross pay for current pay period, adjusted gross pay and adjusted year to date gross year-date-earnings. Pay columns are defined as follows:

Gross Bi-weekly Pay: This includes regular salary and other adjustments such as overtime, allowances, retroactive pay, leave payouts and any reduction of pay due to furloughs in accordance with collective bargaining agreements.

Adjusted Gross Bi-weekly Pay: This amount includes the Gross Bi-weekly Pay **less** the total amount contributed towards the cost of the County's healthcare costs and FRS contributions (if applicable) for the last pay period.

Year-To-Date Gross Pay: This includes Year-To-Date regular salary and other adjustments such as overtime, allowances, retroactive pay, leave payouts and any reduction of pay due to furloughs in accordance with collective bargaining agreements.

Adjusted Year-To-Date Gross Pay: This amount includes all earnings for the year **less** the total amount contributed towards the cost of the County's healthcare costs and FRS contributions (if applicable) for the year.

Although not current, it is important to note that Miami-Dade County employee salary information is presently available on the Internet through a subsidiary site for the Miami Herald at <http://www.miamify.net/watchdog/datasleuth/db/employee>. Employee salaries are public information and the posting of timely and accurate information aligns with the County's objective of an open and transparent government.

Below is a sample of the employee salary information site:

The screenshot shows a web browser window displaying the 'Employee Salaries - Cognos Viewer' page. The page features a search interface with the following criteria:

- First Name:
- Last Name:
- Department: ANIMAL SERVICES (dropdown menu)
- Year (required): 2012 (dropdown menu)
- Minimum Salary:
- Maximum Salary:
- Minimum Year-to-Date Salary:
- Maximum Year-to-Date Salary:

A 'Search' button is located below the search criteria. Below the search area, it indicates '# of Employee results returned: 105'. The main content area displays a table for '2012 - ANIMAL SERVICES' with the following data:

NAME	TITLE	GROSS PAY LAST PAYCHECK	ADJ GROSS LAST PAYCHECK - (HLTH & FRS)	YTD GROSS	ADJ YTD GROSS - (HLTH & FRS)
ADEBISI, HALIMAH O	ACCOUNTANT 3	\$2,520.59	\$2,228.08	\$40,645.65	\$36,510.92
ARANA, FEDERICO J	ACCOUNTANT 1	\$1,638.58	\$1,441.95	\$20,651.33	\$18,881.56
ARREAGA, ERWIN R	VETERINARY TECHNICIAN	\$1,096.18	\$964.63	\$16,361.83	\$14,631.42
ATOE, KAYLYNN E	ANIMAL CARE SPECIALIST	\$1,244.78	\$1,119.62	\$4,293.00	\$3,812.93
BAKER, LEVAR W	ANIMAL CONTROL SPECIALIST	\$1,704.00	\$1,510.22	\$20,928.02	\$18,366.13
BANCHS, ANDREW	ANIMAL SERVICES CUSTOMER CLERK	\$1,465.61	\$1,296.76	\$22,619.60	\$20,260.46
BENITEZ, DIOLBEL	ANIMAL CARE SPECIALIST	\$1,377.54	\$1,212.23	\$20,839.68	\$18,571.99
BOYETT JR, GARY A	ANIMAL SVCS INVESTIGATOR	\$2,428.13	\$2,147.42	\$36,535.77	\$32,598.87
BOYETT, BRIAN W	ANIMAL CARE SPECIALIST	\$1,065.38	\$937.54	\$16,114.42	\$14,349.26

Other information to be included in the Phase 1 transparency portal includes the Financial Reports and Online Checkbook, Tax Visualizer, Legislative Search, Service Trends data, Grant opportunities, and others.

Below is a sample of the New Open Transparency portal:

miamidade.gov | [Online Services](#) | [Report Problems](#) | [Make Payments](#) | [Submit Ideas](#) | [Search Maps](#) | [News & Events](#) | [Government Meetings](#)

Transparency | Last Visted » [Online Checkbook](#) » [Financial Transparency](#) » [Miami-Dade County Salaries](#) » Financial Transparency

ONLINE SERVICES TOP 10

1. Capital Improvements
2. CrimeView
3. Grant Opportunities
4. Legislative Search
5. Medical Examiner Database
6. Online Checkbook
7. Service Trends
8. Sexual Predators and Offenders
9. Sharegov
10. Tax Visualizer

EMPLOYEE SALARIES
The results of this search will display employee paycheck information for the most recent pay period as well as Year-to-Date information. [READ MORE](#)

ONLINE CHECKBOOK
View County payments & disbursements for goods & services. [READ MORE](#)

PUBLIC DATA FILES
Download some of the County's most requested files including Property Appraiser data, traffic ticket information, business tax applicant data and more. [READ MORE](#)

Planning & Performance

Stay up to date with the County's strategic management framework, budget, business plans, business process reviews, charter review and strategic plan.
> [Planning & Performance](#)

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Phase 2

Implementation of Enterprise Content Management Technology

The County is currently implementing a new Enterprise Content Management system. Efforts are underway to install equipment and software that will support many systems in the future. This technology provides the ability to better manage the County's computerized records by enabling the capture and indexing of information in a digital manner, facilitating search capabilities, automating retention and archiving policies and organizing County records in a secured fashion.

The technology has many advantages, such as providing a system of record for valuable information that is certified under Florida Statue, reducing storage, paper and mailing needs, as well as the ability to manage versions to assure the latest and correct document is being retrieved. One of the greatest benefits the County will realize from this implementation is the capability to employ workflows, enabling the movement of forms or content through an identified business process or sequence of steps from beginning to end. The objective is to automate processes by incorporating all necessary resources and steps in an efficient, organized manner. The first system to be developed utilizing the Enterprise Content Management technology is the Accounts Payable Imaging and Workflow system, enabling shared services for accounts payable functions throughout the County. It is anticipated that this effort will be completed for the six departments participating in the pilot by September 30, 2012.

Once Enterprise Content Management technology is in place, the County will be in a position to better satisfy the Board's directive to "increase the extent of available information and facilitate easy access to all public records information via the Web." The content management technology will serve as a starting point in making different types of public records Web ready. In order to achieve this goal, information must be captured and stored in a central repository to automatically index the information and make it accessible based on key identifiers. There are various methods of accomplishing this, ranging from capturing output from automated systems that are already in place to scanning new information for storage in the repository. The key is to have information that can be found once it is placed in the central system in order to provide "Google" like search capabilities.

The implementation of new content management repository will enable the posting of "hot topics" public records requests in an automated manner. This will ensure that media outlets or residents requesting the

same information will have access to a site where they can review and print the requested information in a timely manner, minimizing duplicated requests and reducing the potential for different outputs from diverse County departments and agencies. Additionally, Public Information Officers representing a select number of high volume departments will participate in a pilot program. The pilot project will evaluate benefits and costs, staff time, and fine tune the process in preparation for future countywide deployment. In addition, posting of the documents stored in the Mayor's Office Document Tracking System will be deployed as part of this phase.

Although the Information Technology Department is tasked with managing the central repository for enterprise content on behalf of County departments, the information is owned by the operational departments that create and conduct business using the information accordingly. For example, employee records are owned by the Internal Services Department and crime scene information is owned by the Miami-Dade Police Department. Presently, there are approximately 50 million documents stored in older technology that must be migrated to the new system. Once the migration to the new technology is completed, it is recommended that document types be reviewed by the departments responsible for their content to evaluate the benefit of posting this information on the County's website. As stated in the resolution, this requires a process to determine whether information, although not deemed confidential under state or federal law, should or should not be posted on the portal because potential dangers may outweigh the benefits of doing so. Many of the documents are secured and exempt from public record by Florida Statute. The process for determining applicability for posting on the County's website should include legal counsel. As existing content is migrated into the new technology and new systems are developed, the ability to increase the amount of information provided on the website will surge. Retention capabilities within the technology will assure compliance with regulations and policies dealing with public information statutes and pre-defined redaction will assure confidential information is not made available. Please refer to Appendix I for a list of document types currently stored in the library of documents that will be migrated to the new Enterprise Content Management central repository.

Phase 3

Implementation of processes to increase availability of public records on the County's portal

Phase 3 will build upon Phase 2 by creating a common technology framework to enable the automatic posting of information to the County's website. As information is generated every day in conducting government business, forms and documents will automatically be placed in the County's shared content repository. Based on pre-defined business rules, information will either flow to the website or remain secured within the system.

In this phase, the directives of Resolution R-952-10 regarding financial transparency will be fully satisfied by augmenting the County's website with the image of each invoice associated to each disbursement and purchase order.

Public Information Committee

In order to satisfy, the Board's directive to "develop a process to weigh whether certain information, although not deemed confidential under state or federal law, should not be posted because the potential dangers that the information could be used to steal the identity of a private citizen or County employee outweigh the benefits of posting the information on the Web", a committee of subject matter experts will be convened and will meet on a quarterly basis to determine the information that is appropriate for expansion of the transparency portal on a case by case basis. The committee will be chaired by the Mayor's Office or designee. Representation on the committee should include the County Attorney's Office, Clerk of Courts and public safety, technology and communication departments. The committee will also engage departmental experts to review subject information as needed. Matters to be weighed in deciding which information should be made readily available on the Open Transparency site may include but not be limited to:

- The benefit of posting public information vs. the potential harm it may cause to an individual (Good Public Policy)
- Confidential under State or Federal law (to be determined by legal counsel).

- Will posting this information increase service levels for residents
- Will posting this information enhance operational efficiencies
- Required cost or level of effort / support to provide the information to the public

To provide Miami-Dade County website visitors with a single point of entry and full search capabilities across jurisdictions, partnerships encompassing information sharing agreements with external government agencies and municipalities are anticipated.

Summary of Recommendations

1. Employee salary information will be posted in the County's New Open Government portal to be launched on August 2012. The information will be refreshed on a bi-weekly basis and Gross end-of-year-to-date wages will be kept online for a period of five years. The employee salaries site will display the employee name, department, title, gross pay for current pay period, bi-weekly adjusted gross pay, year-to-date gross earnings and the adjusted year-to-date gross year-date-earnings.
2. The County's New Open Government portal will link to presently posted, readily available public records information from different County departments under this site. This will provide easier access and faster discovery for County residents searching for different types of public records (See Appendix D).
3. Expansion of the new Open Government Website will enable the posting of "hot topics" public records requests in an automated manner. This will ensure that media outlets or residents requesting the same information will have access to a site where they can review and print the requested information. Additionally, Public Information Officers representing a select number of high volume departments will participate in a pilot program. The pilot project will evaluate benefits and costs, staff time, and fine tune the process in preparation for a future countywide deployment.
4. As the new Electronic Content Management System is implemented countywide, documents stored in the Mayor's Office Document Tracking System will be reviewed and approved through a process prior to being posted online for public viewing.
5. A separate feasibility study for an e-mail management solution will be conducted to determine timelines, cost and benefits to make County e-mail available online.
6. In order to enhance the Financial Records Information already posted in the County's Financial Transparency Website, an analysis of processes that involve documents such as solicitations, contracts and invoices be evaluated for integration with the new Enterprise Content Management system. Invoices will be made available on-line as part of the Finance Department's Invoice Workflow Automation project.
7. A Public Information review committee of subject matter experts will be convened on a quarterly basis to review and recommend potential additions to the transparency portal.

Fiscal Impact and Timeline

Phase 1	Cost	Funding Source	Fiscal Year
Employee Salaries	8,000	Completed	2011-12
Transparency Web Site Redesign	4,250	Completed	2011-12
Total Phase 1 Implementation Cost	\$12,250		
Phase 1 - Total Annual Recurring Cost (future years)			
	\$2,500	TBD	
It is anticipated that Phase 1 of the Transparency in Government website will be fully operational in August 2012.			
Phase 2 - Contingent upon approved funding	Cost	Funding Source	
Media Requests (Mayor's office)	18,000	TBD	TBD
Mayor's Document Tracking Workflow & Repository	80,000	TBD	TBD
Hardware, Storage, Backup	30,000	TBD	TBD
Integration Services	150,000	TBD	TBD
Media Relations Specialist – 2 FTEs	144,000	TBD	TBD
Web Design Enhancements and Content Development	8,500	TBD	TBD
Full Search Web System	50,000	TBD	TBD
Total Phase 2 Implementation Cost	\$480,500		
Ongoing Public Information Review Process – Recurring on a yearly basis (Includes 2 FTE's + 15%) and 20% systems maintenance cost plus storage.			
Phase 2 - Total Annual Recurring Cost	\$263,700	TBD	TBD
Phase 3 - Costs are on-going and will be determined on a fiscal year basis.			

Appendix A

R-56-12

OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA



MEMORANDUM

Amended
Agenda Item No. 11(A)(1)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

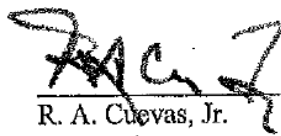
DATE: January 24, 2012

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Resolution requesting and directing
the Mayor or designee to prepare a
plan to increase the transparency of
the County government by posting
on the County's website in an on-
going manner the public records of
the County that may prove useful to
the public

Resolution No. R-56-12

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Bruno A. Barreiro and Co-Sponsor Commissioner Esteban L. Bovo, Jr.



R. A. Cuevas, Jr.
County Attorney

RAC/jls

Approved _____ Mayor
Veto _____
Override _____

Amended
Agenda Item No. 11(A)(1)
1-24-12

RESOLUTION NO. R-56-12

RESOLUTION REQUESTING AND DIRECTING THE MAYOR OR DESIGNEE TO PREPARE A PLAN TO INCREASE THE TRANSPARENCY OF THE COUNTY GOVERNMENT BY POSTING ON THE COUNTY'S WEBSITE IN AN ON-GOING MANNER THE PUBLIC RECORDS OF THE COUNTY THAT MAY PROVE USEFUL TO THE PUBLIC

WHEREAS, trust in government is at an all time low and it is important to restore confidence and trust in government; and

WHEREAS, this Board embraces the ideals of government-in-the-sunshine and transparency in government administration and operations; and

WHEREAS, the Constitution and the laws of Florida make most of the records of the County government public records that are and should be open for the inspection and copying of members of the public; and

WHEREAS, these important government goals would be advanced by using the resources of the internet to post on the County's website a growing amount of the County's public records on an ongoing basis to allow easy access and full transparency; and

WHEREAS, important strides in this regard have already occurred on the County's website concerning records of the Clerk of the Board, Property Appraiser, Tax Collector, Library, and the County's online check register, among others, and the County should continue to expand the public records available on the world wide web,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Mayor is requested and directed to prepare a plan to expand the County public records that are posted on the internet

for easy access for the public to review and copy. This plan should review the public records of the County currently available on the internet; identify additional categories of public records that should be posted on the internet; establish a timetable and budget for such posting; and provide alternatives for some future time when all public records might automatically be posted on the internet. In preparing and implementing this plan, the Mayor or designee will take all steps necessary to ensure that no information exempted from the Public Records law is posted on the County's website and that information deemed confidential by state or federal law shall be exempted from disclosure. In determining whether information is confidential under State and Federal laws, the Mayor will obtain and be guided by the legal advice of the County Attorney. In addition, the Mayor or designee will develop a process to weigh whether certain information, although not deemed confidential under state or federal law, should not be posted because the dangers that the information could be used to steal the identity of a private citizen or County employee outweigh the benefit of posting the information on the web.

The Prime Sponsor of the foregoing resolution is Commissioner Bruno A. Barreiro and the Co-Sponsor is Commissioner Esteban L. Bovo, Jr. It was offered by

Commissioner Bruno A. Barreiro, who moved its adoption. The motion was seconded by

Commissioner Esteban L. Bovo, Jr. and upon being put to a vote, the vote was as follows:

	Joe A. Martinez, Chairman	aye	
	Audrey M. Edmonson, Vice Chairwoman	aye	
Bruno A. Barreiro	aye	Lynda Bell	aye
Esteban L. Bovo, Jr.	aye	Jose "Pepe" Diaz	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	aye
Xavier L. Suarez	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 24th day of January, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: Christopher Agrippa

Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

TwL

Thomas W. Logue

Appendix B
R- 952-10

**OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA**

MEMORANDUM

Agenda Item No. 11(A)(3)

TO: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

DATE: September 21, 2010

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Resolution directing
the Mayor to establish
a check register of
County expenditures
that can be accessed
via the County website

Resolution No. R-952-10

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Bruno A. Barreiro and Co-Sponsors Commissioner Audrey M. Edmonson, Commissioner Carlos A. Gimenez, Commissioner Barbara J. Jordan, Commissioner Rebeca Sosa and Senator Javier D. Souto.



R. A. Cuevas, Jr.
County Attorney

RAC/jls

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(3)
9-21-10

RESOLUTION NO. R-952-10

RESOLUTION DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ESTABLISH A CHECK REGISTER OF COUNTY EXPENDITURES THAT CAN BE ACCESSED VIA THE COUNTY WEBSITE; AND REQUIRING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ENSURE THAT ALL DATA ADDED TO THE WEBSITE REMAINS ACCESSIBLE TO THE PUBLIC FOR A CERTAIN TIME

WHEREAS, trust in government is at an all time low and it is important to restore confidence and trust in government; and

WHEREAS, this Board embraces government in the sunshine and transparency in government spending; and

WHEREAS, the creation of a searchable database of government spending would further the goals of transparency and trust in government; and

WHEREAS, in 2009, the Florida State Legislature enacted legislation directing the Governor of the State of Florida to establish a website providing information relating to each appropriation in the General Appropriations Act and requiring governmental entities, including counties, to provide information as necessary relating to revenues received by such governmental entity from the State of Florida; and

WHEREAS, various local governments and schools boards around the country, including the Miami-Dade County School Board, have implemented an online check register system and the residents of Miami-Dade County would be well served by the implementation of such a system,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The matters contained in the foregoing recitals are incorporated in this Resolution by reference.

Section 2. The County Mayor or County Mayor's designee is hereby directed to establish a monthly check register that can be accessed via the Miami-Dade County website. The check register shall contain the check number, vendor name, amount of the check, brief description of the expenditure, date, purchase order number and budget code for all expenditures and shall be searchable by date, check number, vendor name and check amount. The County Mayor or County Mayor's designee shall collect all the necessary data from each department and post each month's check registry online no more than thirty (30) days following the last calendar day of the month.

Section 3. Information that is considered confidential by state or federal law shall be exempted from disclosure.

Section 4. The County Mayor or County Mayor's designee shall ensure that all data added to the website remains accessible to the public for a minimum of 10 years.

Section 5. The County Mayor or County Mayor's designee shall develop the online check register and prepare a report to this Board providing recommendations for enhancement of the content and format of the website within 90 days from the effective date of this resolution and shall ensure that the online check register is fully operational no later than 180 days from the effective date of this resolution.

The Prime Sponsor of the foregoing resolution is Commissioner Bruno A. Barreiro and the Co-Sponsors are Commissioner Audrey M. Edmonson, Commissioner Carlos A. Gimenez, Commissioner Barbara J. Jordan, Commissioner Rebeca Sosa and Senator Javier D. Souto. It was offered by Commissioner **Bruno A. Barreiro**, who moved its adoption. The motion was seconded by Commissioner **Barbara J. Jordan** and upon being put to a vote, the vote was as follows:

	Dennis C. Moss, Chairman	absent
	Jose "Pepe" Diaz, Vice-Chairman	aye
Bruno A. Barreiro	aye	Audrey M. Edmonson aye
Carlos A. Gimenez	aye	Sally A. Heyman aye
Barbara J. Jordan	aye	Joe A. Martinez nay
Dorin D. Rolle	absent	Natacha Seijas nay
Katy Sorenson	nay	Rebeca Sosa aye
Sen. Javier D. Souto	aye	

The Chairman thereupon declared the resolution duly passed and adopted this 21st day of September, 2010. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

JRA

Juliette Antoine

Appendix C
R-316-12

OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA



MEMORANDUM

Agenda Item No. 11(A)(6)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: April 3, 2012

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Resolution directing the County Mayor to prepare printed report containing names, positions and salaries of all Miami-Dade County employees, to update such report annually at time budget is prepared, and to maintain a copy of most recent such report at all Miami-Dade County Regional Libraries

Resolution No. R-316-12

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Senator Javier D. Souto.

R. A. Cuevas, Jr.
County Attorney

RAC/cp

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A) (6)
4-3-12

RESOLUTION NO. R-316-12

RESOLUTION DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO PREPARE PRINTED REPORT CONTAINING NAMES, POSITIONS AND SALARIES OF ALL MIAMI-DADE COUNTY EMPLOYEES, TO UPDATE SUCH REPORT ANNUALLY AT TIME BUDGET IS PREPARED, AND TO MAINTAIN A COPY OF MOST RECENT SUCH REPORT AT ALL MIAMI-DADE COUNTY REGIONAL LIBRARIES

WHEREAS, it is a priority of this Board to promote transparency and accountability in the operations of Miami-Dade County government; and

WHEREAS, it is also in the best interests of the citizens of the County to be informed of the job fields, positions and remuneration that exist and are available within Miami-Dade County government for County employees so as to inform citizens of potential employment opportunities; and

WHEREAS, in order to further transparency, accountability and the best interests of the citizens of Miami-Dade County, this Board desires to make a report publicly available at all Miami-Dade County Regional Libraries which lists the names, positions and salaries of all Miami-Dade County employees,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the Board directs the County Mayor or County Mayor's designee to prepare a printed report containing the names, positions and salaries of all Miami-Dade County employees, to update such report annually at the time that the County Mayor prepares the Mayor's proposed County budget, and to maintain a copy of the most recent such report at all Miami-Dade County Regional Libraries.

The Prime Sponsor of the foregoing resolution is Senator Javier D. Souto. It was offered by Commissioner **Sen Javier D. Souto**, who moved its adoption. The motion was seconded by Commissioner **Audrey Edmonson** and upon being put to a vote, the vote was as follows:

	Joe A. Martinez, Chairman	absent
	Audrey M. Edmonson, Vice Chairwoman	aye
Bruno A. Barreiro	aye	Lynda Bell
Esteban L. Bovo, Jr.	aye	Jose "Pepe" Diaz
Sally A. Heyman	aye	Barbara J. Jordan
Jean Monestime	aye	Dennis C. Moss
Rebeca Sosa	aye	Sen. Javier D. Souto
Xavier L. Suarez	absent	aye

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of April, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK





By **Christopher Agrippa**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Monica Rizo

Appendix D



Public records currently available on the County's portal via miamidade.gov:

Financial and Business Information	
Financial Transparency Online Checkbook	<p>The Online Checkbook provides searching capabilities of County payments and disbursements for goods or services -- such as equipment, fuel, architectural and engineering services -- and other miscellaneous disbursements such as distribution of tax revenues and refunds (e.g. refunds for water service deposit). Search criteria includes payee, selected data range, selected range of the disbursement amount and check number.</p> <p>Information is updated monthly.</p> <p>http://review/transparency/online-checkbook.asp</p>
Financial Transparency County Financial Reports	<p>County's Audited Financial Statements/Reports</p> <p>This section of the Financial Transparency website includes the County's available audited financial statements and/or reports, Budget Book and Bondholder's Report. New reports are posted as they become available.</p> <p>http://www.miamidade.gov/transparency/financial-reports.asp</p> <p>Miami-Dade County's Comprehensive Annual Financial Report (CAFR)</p> <p>Miami Dade Aviation Department CAFR </p> <p>Miami-Dade Water and Sewer Department CAFR</p> <p>Miami-Dade Seaport Department CAFR</p> <p>Miami-Dade Solid Waste Management Department CAFR</p> <p>Miami-Dade Transit Department Financial Statements</p> <p>Single Audit</p> <p>Miami-Dade Aviation Department Single Audit </p> <p>Miami-Dade Water and Sewer Department Single Audit</p> <p>Miami-Dade Transit Department Single Audit</p> <p>http://www.miamidade.gov/budget/</p> <p>http://www.miamidade.gov/finance/bondholder-annual-reports.asp</p>
Budget	<p>The Budget website offers access to Miami-Dade County's past and present budgets, future proposed budget, budget development information, and adopted ordinances as well as public hearing presentations. Budget presentation package submissions for FY 2012-13 are listed and can be accessed for each department.</p> <p>http://www.miamidade.gov/budget</p>
Strategic Plan	<p>The Strategic Plan website provides access to the County's Strategic Plan, departmental business plans and scorecards.</p> <p>http://www.miamidade.gov/stratplan/home.asp</p>
	<p>http://www.miamidade.gov/technology/data.asp</p>

Public Access Data	<p>Public information maintained by various County departments is available through our Public Access automated systems. There are three distinct and separate services offered.</p> <ul style="list-style-type: none"> • Bulletin Board Service (BBS) - The BBS provides a quick method of downloading extract files for some of our most requested public information. The Online Inquiry Service allows live viewing of various records in the Miami-Dade County database. • Online Digital Records Inquiry - The Online Inquiry Service is a contract service that will allow users to look at various records in the Miami-Dade County database. <ul style="list-style-type: none"> ○ If you already have a username and password, you may access the Public Access (PA) Host on-Demand System. • Public Data Request - Under the Public Access laws and the Freedom of Information Act, public data files can be requested directly from the Information Technology Department.
Procurement	<p>This site contains public information related to doing business with Miami-Dade County from a vendor's perspective.</p> <p>http://www.miamidade.gov/procurement/</p> <p>Solicitations: http://www.miamidade.gov/procurement/solicitations.asp</p> <p>Vendor Payments: http://www.miamidade.gov/procurement/vendor-payments.asp</p> <p>Vendor Enrollment: http://www.miamidade.gov/procurement/vendor-enrollment.asp</p> <p>Other Contract Opportunities: https://www.miamidade.gov/DPMww/OtherContracts.aspx</p> <p>Future Solicitations: https://www.miamidade.gov/DPMww/FutureSolicitations.aspx</p> <p>Current solicitations can be searched by solicitation number, type, title, opening date and date posted. Contracts: http://www.miamidade.gov/DPM/Contracts.asp</p> <p>Award Recommendations: https://www.miamidade.gov/DPMww/AwardRecommendations.aspx</p> <p>Advanced Notice to Waive Competition: https://www.miamidade.gov/DPMww/PropertyWaivers.aspx</p> <p>Awarded County Contracts: https://www.miamidade.gov/DPMww/SearchContracts.aspx</p> <p>Also on the Public Bulletin Board http://bbs.miamidade.gov, there is a new feature that allows the public to download "Purchase Orders and the Commodities procured" back to Oct. 1, 2008 for a Fee. The file is refreshed on a monthly basis.</p>
American Recovery and Reinvestment Act (ARRA) Reporting	<p>This site provides features to search for grant opportunities. Site visitors may search a database, and sign up for weekly e-newsletters to stay in tune with the most current funding opportunities available. Information is provided regarding Mom & Pop, Ryan White, CBO Funding and Green non-profit grants.</p> <p>http://www.miamidade.gov/grants/home.asp</p>
Capital Improvements	<p>This site provides search capabilities for General Obligation Bond projects. Information is maintained by departments. Searches can be performed utilizing GIS mapping capabilities by address, area or department:</p> <p>http://gisweb.miamidade.gov/ciprojects</p>

	<p>Searches can be performed in by entering a Zip code, commission district, project number or start date: http://www.miamidade.gov/build/ciis/search.asp</p>
Collective Bargaining Agreements	<p>This site contains PDF files of the Collective Bargaining Agreements for 2011–2014. It also displays links to a list of Job Classifications by Collective Bargaining Agreement. http://www.miamidade.gov/internalservices/labor-relations-collective-bargaining.asp</p>
Meetings and Official Records Information	
Webcasting	<p>Video of County Commission meetings are available through miamidade.gov. The website also allows a user to search archives of meetings, view closed caption and find agenda video items. http://miamidade.gov/wps/portal/Main/webcasting</p>
County Recorder's Official Record Search	<p>Recorded public records are available online through the Clerk of Courts website. Information is searchable by name, date and record type. Records can also be accessed by Clerk's File Number, or recorded book and page as well as through a legal description (plat book/page, block and name). http://www.miami-dadeclerk.com/online_services.asp</p> <p>Attorney Wheel Position Search (Criminal and Juvenile Dependency Cases): http://www2.miami-dadeclerk.com/attorneyplacement/</p> <p>Civil/Probate Justice System: http://www2.miami-dadeclerk.com/civil/</p> <p>Code Enforcement: http://www2.miami-dadeclerk.com/cef/</p> <p>Criminal Justice and Civil Infraction Cases: http://www2.miami-dadeclerk.com/cjis/</p> <p>Family Online Case Search: http://www2.miami-dadeclerk.com/ocs/</p> <p>Florida Courts eFiling Portal: https://www.myflcourtaccess.com/</p> <p>Official Records: http://www2.miami-dadeclerk.com/public-records/</p> <p>Judicial Calendar Selection: http://egvsys.co.miami-dade.fl.us:1608/WWWSERV/crts/civaw010.dia</p> <p>Marriage License Bureau: http://www2.miami-dadeclerk.com/mlsweb/</p> <p>Foreclosures: http://www2.miami-dadeclerk.com/MFS/</p> <p>Parking Violations: http://www2.miami-dadeclerk.com/payparking/</p> <p>Traffic: http://www2.miami-dadeclerk.com/trafficapp/</p> <p>Tax Deeds Sales: http://www2.miami-dadeclerk.com/mfs/taxdeedsales.aspx</p> <p>Value Adjustment Board: http://www2.miami-dadeclerk.com/vab/</p>
Legal Notices	<p>This site provides online access to the County's current legal ads and public notices. Notices posted on this site are considered courtesy notifications. They supplement but do not replace public notifications required by Federal and State Statutes or County Code for print advertising. These notices are posted on miamidade.gov prior to, or on the same day as appearing in the newspaper. Keyword and date search capabilities are included, as well as a subscription service to receive email when updates are made. http://miamidade.gov/wps/portal/Main/legalads</p>
Mayor's Calendar	<p>The Mayor's daily meeting calendar is available online. Portal visitors may review the Mayor's</p>

	<p>scheduled meetings and events as they become available. Information is kept online for the current month and can be searched by calendar day.</p> <p>http://www.miamidade.gov/mayor/calendar.asp?next=day</p>
County Calendar	<p>This calendar lists all public meetings. Information may be searched by month and meeting category. http://miamidade.gov/wps/portal/Main/calendar/</p>
Government in Action	<p>This website serves as the County’s Legislative Information Center, offering agendas, minutes, sponsored legislation by elected official, voting track on an item, lobbyist search capabilities and more. Legislative Reports are provided based on Legislative Items and actions taken on the items from June 18, 1996 to present. Meeting Attendance, Matter Sponsored, Voting Record and Legislative Index reports are available.</p> <p>A link is provided to the Miami-Dade County Code of Ordinances maintained by the Municipal Code Corporation. Visitors may also register to Receive agendas by email. This site also provides a link to Search Administrative/Implementing Orders established by specific Board of County Commissioner legislation or policies.</p> <p>http://www.miamidade.gov/govaction/</p>
Office of the Inspector General	<p>In response to the public’s demand for clean government, the Miami-Dade County Board of County Commissioners created the Office of the Inspector General (OIG). The OIG is authorized to detect, investigate and prevent fraud, waste, mismanagement and abuse of power in County projects, programs or contracts. For a list of the latest reports and press releases you can access:</p> <p>http://www.miamidadeig.org/whatsnew2.html</p>
GIS Mapping and Land Records	
Property Information	<p>Property Appraiser records are available online at:</p> <p>http://gisims2.miamidade.gov/myhome/propmap.asp, providing Real Property information on individual parcels of land. Search criteria includes owner name, address or folio number.</p>
Property Tax Information	<p>This website includes Real estate property taxes assessed according to the value of land, buildings and improvements to the land to include single family, multi-family, residential, condominium, cooperatives, townhouses, timeshare developments and mobile homes. Real estate property taxes also include taxes based on the assessed value for vacant land, residential land, commercial land or agricultural land.</p> <p>Search by Address, Owner name or Folio:</p> <p>http://www.miamidade.gov/proptax/home.asp?Searchby=owner&Process=Search</p> <p>Other Detailed Tax Information:</p> <ul style="list-style-type: none"> Real Estate Tax Info 2011 Taxes Prior Years Taxes Due 2011 Ad Valorem 2011 Non-Ad Valorem 2011 Back Assessments 2011 Enterprise Folio 2011 Historical Abatements 2012 Quarterly Payments

	2011 Tax Notice/Memorandum																																																							
Property Sales	<p>Property Appraiser sales records are available online at: http://gisims2.miamidade.gov/MyNeighborhood/salesmap.asp providing property and area sales information. Search criteria include address, intersection and landmark.</p> <p>Information displayed:</p>  <p>Office of the Property Appraiser Sales Information Detail</p>  <p>Year 2012 4 Sale(s) found in 0.50 square mile around 14571 SW 155TH ST, 33177 Sales Price: All Generated on 4/24/2012 12:09:12 PM Records: 1 to 4 of 4.</p> <p>Clicking on the column name will sort that column.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Folio</th> <th>Address</th> <th>Sale Month</th> <th>Amount</th> <th>Sale Qualification Description</th> <th>Property Type</th> <th>Yr Built</th> <th>Sq Feet</th> <th>Bed</th> <th>Bath</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3059230012420</td> <td>15750 SW 147 AVE</td> <td>1</td> <td>262,500</td> <td>Sales qualified as a result of examination of the deed</td> <td>Residential</td> <td>1987</td> <td>1,805</td> <td>3</td> <td>2</td> </tr> <tr> <td>2</td> <td>3059270131240</td> <td>15560 SW 145 CT</td> <td>2</td> <td>200,000</td> <td>Sales qualified as a result of examination of the deed</td> <td>Residential</td> <td>1991</td> <td>2,490</td> <td>4</td> <td>2</td> </tr> <tr> <td>3</td> <td>3059230012820</td> <td>14840 SW 156 ST</td> <td>1</td> <td>144,100</td> <td>Deeds to or from financial institutions</td> <td>Residential</td> <td>1988</td> <td>2,326</td> <td>4</td> <td>2</td> </tr> <tr> <td>4</td> <td>3059270170610</td> <td>14432 SW 158 ST</td> <td>1</td> <td>125,000</td> <td>Sales qualified as a result of examination of the deed</td> <td>Residential</td> <td>1991</td> <td>1,596</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	#	Folio	Address	Sale Month	Amount	Sale Qualification Description	Property Type	Yr Built	Sq Feet	Bed	Bath	1	3059230012420	15750 SW 147 AVE	1	262,500	Sales qualified as a result of examination of the deed	Residential	1987	1,805	3	2	2	3059270131240	15560 SW 145 CT	2	200,000	Sales qualified as a result of examination of the deed	Residential	1991	2,490	4	2	3	3059230012820	14840 SW 156 ST	1	144,100	Deeds to or from financial institutions	Residential	1988	2,326	4	2	4	3059270170610	14432 SW 158 ST	1	125,000	Sales qualified as a result of examination of the deed	Residential	1991	1,596	3	2
#	Folio	Address	Sale Month	Amount	Sale Qualification Description	Property Type	Yr Built	Sq Feet	Bed	Bath																																														
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Flood Zones	<p>This site provides interactive flood zone designation maps. Search by address, landmark or Zip code.</p> <p>http://gisweb.miamidade.gov/floodzone/index.html</p>																																																							
Zoning Hearings	<p>Zoning Hearing statuses and information are available online via an online search option. Search options include process number, resolution number, folio, applicant name, location, Section/Township/Range and application date. Resolutions, appeals, static maps and recorded documents can be accessed.</p> <p>http://new.miamidade.gov/business/track/track_home.asp</p>																																																							
GIS Mapping and Community Information																																																								
Services Near You	<p>Services Near You is a service where portal visitors can find the nearest parks and libraries, public school boundaries and other government services for a geographical area. Search capabilities include address.</p> <p>http://gisims2.miamidade.gov/Cservices/CSReport.asp?CMD=INIT</p>																																																							
Sexual Offenders	<p>Sexual Offender Residence Search gives the Police Department and residents the ability to determine if a registered sexual offender's or predator's intended residence is within 2,500 feet of a school, park or day care.</p> <p>http://gisims2.miamidade.gov/SEOPBuffer/main/SEOPDisclaimer.aspx</p>																																																							
GIS Self Service	<p>Browse through our library of data. You can find files in polygon, point or line shapes. Please note that use of this data may require some proficiency in GIS and accessibility to GIS software.</p> <p>http://gisweb.miamidade.gov/GISSelfServices</p>																																																							

Business Incentives and Environmental Considerations

Miami-Dade County has various business incentive options available for new and expanding businesses. This website helps business owners identify and explore those options.
<http://gisweb.miamidade.gov/businessincentive/>
 This site informs citizens and businesses of potential environmental considerations regarding the development of a new properties or improvements to properties.
<http://gisweb.miamidade.gov/EnvironmentalConsiderations/>

Address Search

Address Search Results

Standardized Address: 5680 SW 87TH AVE
 House Number: 5680
 Pre-Direction: SW
 Street Name: 87TH
 Street Type: AVE
 Street Type2: AVE
 Post-Direction:
 Validation Result: Exact match

Number of Addresses found = 1

Folio	X-Coordinate	Y-Coordinate	CLUC
304028000040	874828.5673561	502811.2870639	0047

Zip Code	Munic. Code	Munic. Name
33173	30	UNINCORPORATED MIAMI-DADE

Precinct	Police Grid	Traffic Zone
725	1672	952

Commission District	Census Tract	Township / Range / Section
10	85.02	544028

[Miami-Dade Map](#) [Google Earth](#)

[Report Address Problems](#)

Provides information about an address and incorporates photography and Google Earth.
<http://gisweb.miamidade.gov/addresssearch/AddressSearch.aspx>

Appendix E



Mayor's Office of Communications - Media Request Log for the Month of December 2011

Date	Media Outlet	First Name	Last Name	Phone Number	E-mail	Detailed Description of Request	Date Completed
December 1, 2011	Miami Today	Scott	Blake	305-358-27663	sblake@miamitodaynews.com	Number of County employees and update on Occupy Miami protestors	December 1, 2011
December 1, 2011	WLTU Ch. 23	Mari		305-471-4234	noticias23@univision.net	Update on Occupy Miami protestors	December 1, 2011
December 1, 2011	South Florida Business	Oscar	Musibay	954-949-7567	omusibay@bizjournals.com	November 30, Comprehensive Development Master Plan Meeting	December 1, 2011
December 1, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Update on union negotiations	December 1, 2011
December 2, 2011	WPLG Ch. 10	Glenna	Milberg	305-785-4901	gmilberg@local10.com	Update on Occupy Miami protestors	December 2, 2011
December 2, 2011	WFOR Ch. 4	Jim	DeFede	786-489-4589	jdefede@cbs.com	Miami Heat financial statements and reports	December 2, 2011
December 2, 2011	South Florida Business	Oscar	Musibay	954-949-7567	omusibay@bizjournals.com	Follow up questions on Nov 30, CDMP Meeting	December 2, 2011
December 2, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	SEC subpoena of Marlins stadium documents	December 2, 2011
December 2, 2011	WTVJ Ch. 6	Gaby	Carpio	954-622-6111	wtvdesk@nbc.com	Update on Occupy Miami protestors	December 2, 2011
December 2, 2011	WLTU Ch. 23			305-471-4234	noticias23@univision.net	SEC subpoena of Marlins stadium documents	December 2, 2011
December 3, 2011	WFOR Ch. 4	Erika	Arriola	305-639-4501	earriola@cbs.com	SEC subpoena of Marlins stadium documents	December 3, 2011
December 3, 2011	WTVJ Ch. 6			954-622-6111	wtvdesk@nbc.com	SEC subpoena of Marlins stadium documents	December 3, 2011
December 3, 2011	WLTU Ch. 23	Elena	Amaro	305-562-1234		SEC subpoena of Marlins stadium documents	December 3, 2011
December 3, 2011	The New York Times	Ken	Belson	917-837-8246	belson@nytimes.com	SEC subpoena of Marlins stadium documents	December 3, 2011
December 3, 2011	The Wall Street Journal	Timothy	Martin	404-865-4371	timothy.martin@wsj.com	SEC subpoena of Marlins stadium documents & Alvarez interview	December 3, 2011
December 5, 2011	Associated Press	Curt	Anderson		canderson@ap.org	SEC subpoena of Marlins stadium documents	December 5, 2011
December 5, 2011	Reuters	Michael	Connor		michael.connor@thomsonreuters.com	SEC subpoena of Marlins stadium documents	December 5, 2011
December 5, 2011	WFOR Ch. 4	Gary	Nelson	305-322-6740	gnelson@cbs.com	SEC subpoena of Marlins stadium documents	December 5, 2011
December 5, 2011	WFOR Ch. 4	Abby	Lawing	305-970-3284	alawing@cbs.com	Ratification of agreements at Dec 6 BCC Meeting	December 5, 2011
December 5, 2011	WFOR Ch. 4	Abby	Lawing	305-970-3284	alawing@cbs.com	SEC subpoena of Marlins stadium documents & Alvarez interview	December 5, 2011
December 5, 2011	WLTU Ch. 23	Sandra	Peebles	305-336-4186	chicanews@aol.com	PBA Dec 5 vote and ratification of agreements at Dec 6 BCC Meeting	December 5, 2011
December 5, 2011	The Bond Buyer	Shelly	Sigo	941-755-3527	ssigo@yahoo.com	SEC subpoena of Marlins stadium documents	December 5, 2011
December 5, 2011	WPLG Ch. 10	Cristina	Vazquez	954-529-0889	cvazquez@wplg.com	Miami Art Museum's renaming	December 5, 2011
December 5, 2011	WTVJ Ch. 6	Sasha	Luque	954-622-2617	sasha.luque@nbcuni.com	PBA Dec 5 vote and ratification of agreements at Dec 6 BCC Meeting	December 5, 2011
December 5, 2011	WFOR Ch. 4	Abby	Lawing	305-970-3284	alawing@cbs.com	SEC subpoena of Marlins stadium documents & Alvarez interview	December 5, 2011
December 5, 2011	The Miami Herald	David	Ovalle	305-376-3379	DOvalle@miamiherald.com	PBA Dec 5 vote and ratification of agreements at Dec 6 BCC Meeting	December 5, 2011
December 5, 2011	Law 360	Lisa	Uhlman	646-783-7139	lisa.uhlman@law360.com	SEC subpoena of Marlins stadium documents	December 5, 2011
December 5, 2011	WSVN Ch. 7	Richard	Jordan	305-776-1283		PBA Dec 5 vote and ratification of agreements at Dec 6 BCC Meeting	December 5, 2011
December 5, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Marlins Stadium bonds presentations	December 6, 2011
December 5, 2011	The New York Times	Robin	Pogrebin	917-670-3341	pogrebin@nytimes.com	Miami Art Museum's renaming	December 6, 2011
December 6, 2011	WFOR Ch. 4	Gary	Nelson	305-322-6740	gnelson@cbs.com	Mayor Gimenez's comment on PBA vote	December 6, 2011
December 6, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Update on 10 collective bargaining agreements	December 6, 2011
December 6, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	No layoff of firefighters and police officers promise	December 6, 2011
December 6, 2011	WPLG Ch. 10	Kerry	Weston	954-364-2814	newsdesk@local10.com	PBA Dec 5 vote and ratification of agreements at Dec 6 BCC Meeting	December 6, 2011
December 6, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	December 6, General Obligation Bond presentation	December 7, 2011
December 7, 2011	WPLG Ch. 10	Jeff	Weinsier	954-364-2823	jweinsier@wplg.com	Interview Deputy Mayor/Interim Finance Director Ed Marquez regarding SE	December 7, 2011
December 7, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Update on take home vehicle program	December 7, 2011
December 7, 2011	Miami Today	Ashley	Hopkins	305-358-2663	ahopkins@miamitodaynews.com	2012-2013 Budget	December 7, 2011
December 8, 2011	Miami Today	Ashley	Hopkins	305-358-2663	ahopkins@miamitodaynews.com	SEC subpoena of Marlins stadium documents	December 8, 2011
December 8, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	SEC's formal order of investigation and action memo	December 8, 2011
December 8, 2011	WSVN Ch. 7	Alex	Ravelo	305-795-2777	aravelo@wsvn.com	Update on Occupy Miami protestors	December 8, 2011
December 9, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Update on union negotiations	December 9, 2011
December 12, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Mayor's baggage wrap contract memo	December 13, 2011
December 12, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	How much underwriters, attorneys and brokers were paid for the sale of M	December 13, 2011
December 12, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	All documents and/or meeting information regarding resort casino gambling	December 19, 2011
December 13, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Baggage wrap contract item drafted for December 12 Regional Transporta	December 14, 2011
December 14, 2011	The Miami Herald	Chuck	Rabin	305-376-3672	crabin@miamiherald.com	How much revenue was generated in 2011 from CDT, TDT and PST taxes	December 14, 2011
December 14, 2011	WTVJ Ch. 6	Steve	Litz	954-553-6805	Steve.Litz@nbcuni.com	How much the County loaned Jungle Island and how do they owe the Count	December 14, 2011
December 14, 2011	Miami New Times	Mike	Miller	305-571-7544	michael.miller@miaminewtimes.com	Virginia Key landfill and County withholding funds from City of Miami until	December 14, 2011
December 14, 2011	The Miami Herald	Curtis	Morgan	305-376-3610	cmorgan@miamiherald.com	FPL transmission corridors project	December 14, 2011
December 14, 2011	Miami Today	Ashley	Hopkins	305-358-2663	ahopkins@miamitodaynews.com	Marlins shuttles and business advisory team	December 22, 2011
December 14, 2011	Miami Today	Scott	Blake	305-358-27663	sblake@miamitodaynews.com	SEC subpoena of Marlins stadium documents	December 14, 2011
December 14, 2011	Eye on Miami	Nancy	Lee	305-725-2397	genusofdespair@yahoo.com	Mayor Gimenez's meeting with Terry Murphy	December 14, 2011
December 14, 2011	WQBA 1140 AM	Jose Antonio	Evora	305-569-3251	jevora@univisionradio.com	Mayor Gimenez interview with AFSCME Local 121 Water and Sewer Pres	December 15, 2011
December 15, 2011	The Miami Herald	Andres	Viglucchi	305-376-3465	aviglucchi@miamiherald.com	City-County committee on transportation planning for the Marlins Ballpark	December 15, 2011
December 15, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Budget Director interview regarding impact of delayed implementation of c	December 19, 2011
December 15, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Follow up question on senior funding promise	December 15, 2011
December 15, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Follow up question on external audits	December 19, 2011
December 15, 2011	The Miami Herald	Curtis	Morgan	305-376-3610	cmorgan@miamiherald.com	Copy of County's FPL transmission corridor report for DEP	December 16, 2011
December 16, 2011	The Miami Herald	Chuck	Rabin	305-376-3672	crabin@miamiherald.com	Who oversees Marlins Ballpark operating contracts i.e. janitorial services	December 16, 2011
December 16, 2011	Miami Today	Ashley	Hopkins	305-358-2663	ahopkins@miamitodaynews.com	Board of County Commissioners General Obligation Bond projects special	December 16, 2011
December 16, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Update on County layoffs	December 19, 2011
December 16, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Deputy Director Marquez interview regarding impact of delayed implement	December 19, 2011
December 19, 2011	WFOR Ch. 4	Abby	Lawing	305-970-3284	alawing@cbs.com	Dec 19 BCC Meeting Agenda	December 19, 2011
December 19, 2011	Actualidad 1020 AM	Rene	Pedrosa	786-346-9590	rpedrosa@actualidad1020.net	Dec 19 BCC Meeting Agenda	December 19, 2011
December 19, 2011	Energy Central	Corina			corina@energocentral.com	Copy of transmission lines draft report	December 19, 2011
December 19, 2011	WJAN Ch. 41	M. Fernanda	Silva	786-253-5563		Luggage wrap services contract	December 19, 2011
December 19, 2011	WLTU Ch. 23	Omar	Garcia	305-471-4235	omargarcia@univision.net	Issues with elevator at Fernwoods II condominium complex	December 19, 2011
December 19, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Follow up Transit external audit and FTA reimbursement questions	December 20, 2011
December 19, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Update on state lobbying bills	December 19, 2011
December 19, 2011	WLTU Ch. 23	Omar	Garcia	305-471-4235	omargarcia@univision.net	Dec 19 BCC Meeting - Agenda Item 1F1 Financial Recovery Board Month	December 19, 2011
December 20, 2011	Miami Today	Catherine	Lackner	305-358-2663		City of Miami Commissioner Sarnoff and Mayor Gimenez conversation reg	December 20, 2011
December 20, 2011	The Miami Herald	Audra	Burch	305-376-3606	aburch@miamiherald.com	Robert's Drug Store in SPCC update	December 21, 2011
December 21, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Follow up questions on Dec 19 requests	December 21, 2011
December 22, 2011	Miami Today	Scott	Blake	305-358-27663	sblake@miamitodaynews.com	American Airlines Arena agreement	December 22, 2011
December 22, 2011	The Miami Herald	Martha	Brannigan	305-376-3527	MBrannigan@miamiherald.com	Copy of December 19, Board of County Commissioners Meeting	December 22, 2011
December 27, 2011	Miami Today	Scott	Blake	305-358-2663	sblake@miamitodaynews.com	American Airlines Arena agreement	December 27, 2011
December 27, 2011	The Miami Herald	Amy	Sherman	954-665-9035	ASherman@miamiherald.com	Follow up questions on FTA suspension of \$182 million Transit funds	December 28, 2011
December 28, 2011	WPLG Ch. 10	Christina	Vazquez	954-529-0889	CVazquez@wplg.com	Mayor Gimenez interview regarding streetlight outage between NW 17 and	December 28, 2011
December 30, 2011	The Miami Herald	Andres	Viglucchi	305-376-3465	aviglucchi@miamiherald.com	Cemex mine lawsuit	December 30, 2011

Administrative Order



Administrative Order No.: 4-48

Title: Fees Charged to the Public for Examining and Duplicating Records

Ordered: 7/24/1990

Effective: 7/1/1990

AUTHORITY:

Section 4.02, Home Rule Charter. Section 119.07, State Statutes.

SUPERSEDES:

This Administrative Order supersedes existing A.O. 4-48, dated February 6, 1980, A.O. 1-4, "Requests for Assessment Information", and those portions of 4-series administrative orders of individual departments, pertaining to copy charges.

POLICY:

Pursuant to State law, non-confidential public documents are to be made available for examination by the public at reasonable times and under reasonable conditions, and copies provided upon payment of the actual cost of the material and supplies, but not the labor or overhead costs, associated with such duplication, with the following exceptions:

1. The charge for regular "Xerox" copies is set at 15 cents (\$0.15) per page.
2. There is a fee set by State law.
3. The public document in question is a county map or aerial photograph; or,
4. Extensive use of information technology resources or clerical or supervisory assistance is required for the duplication or assembly of materials.

(See below for treatment of these exceptions).

Key County personnel, particularly those involved in criminal justice or public health activities, should become familiar with the confidentiality provisions contained in Chapter 119 of the Florida Statutes.

Departments may elect to assess fees or charges in accordance with this administrative order. Where fees are in fact assessed, department directors may, however, waive the fees in those cases in which the cost would be a hardship and would deny to a citizen copies of materials or access to information that he or she needs in connection with official public business.

"Faxing" of copies is deemed here to be a special service provided at the discretion of departments and charged accordingly.

Coin-operated photocopiers may be made available for use by the public, provided that departments do not realize revenues in excess of the actual cost of providing said copiers, and citizens are to be permitted to utilize their own copying devices where these devices pose no hazard to the materials being copied and do not unduly disrupt normal operations. Agencies should not reproduce or permit the reproduction of copies of copyrighted work in a manner inconsistent with federal law, but must permit access to such materials for inspection or examination.

FEES:

As set forth in the State Statutes, a standard charge of 15 cents (\$0.15) per page is hereby adopted for the incidental "Xerox" copying of public records. Pursuant to said Statutes, the fee for each double-sided "Xerox" copy is set at 20 cents (\$0.20), and the fee for each certified copy of a public record is set at \$1.00.

In cases involving extensive staff resources, as defined below, departments may assess a charge that reflects the lowest salary (plus fringes) among all clerical workers and, if applicable, among all supervisory/management personnel who might perform such work, or the actual salary and fringes of the specific person or persons performing the work. No pre-calculated average or composite unit costs may be charged.

Fees for other than regular "Xerox" copying, and for the examination and/or copying of records which calls for the use of extensive staff or information technology resources, (which fees may include the labor cost(s) or line or other charges connected with providing such services), and fees for the reproduction of County maps or aerial photographs, which may also include the overhead costs associated with their duplication, are to be set in accordance with the Procedure outlined below. Fees set by State law will remain as so set.

Reports and other materials that a department has printed or prepared by the General Services Administration, by the Office of Computer Services and Information Systems, or by an outside contractor, may be offered to the public at the actual per copy cost charged/billed to the department.

Where a department has at the request of interested parties developed materials that meet the definition of public records but which are not required by law of regulation to be prepared, and which are not routinely produced by the department itself for its own use in the form requested, the department may, with the concurrence of those interested parties, charge fees that reflect the development and other costs that the department needs to recover in order to be able to prepare and copy such records. However, in each of the two cases immediately above, where a citizen specifically requests it, copies of such records shall be provided at the costs otherwise provided

for in this administrative order.

Charges for remote electronic access to public records are covered by Sec. 119.085 of the Florida Statutes.

See next section for definitions of key terms.

DEFINITIONS:

For the purpose of this administrative order:

Extensive shall generally mean: 1) a time duration of 20 minutes or more for a) the assembly, retrieval (but not retrieval from a remote location), and copying of the materials in question; or, b) active participation by supervisory staff; or, c) itemized review to determine the appropriateness or confidentiality of the materials in question; or, d) computer programming or operation to extract or retrieve data; or, 2) requiring the establishment of special procedures or the assignment of additional staff to accommodate the volume of a given request and/or the frequency of recurring requests from a given source. The 20 minute criterion must be met separately for clerical and for supervisory/management personnel, but may be met within each of these groups by adding the times of different individuals involved.

(In the Florida Statutes, “Extensive” depends on the circumstances of the particular situation; use the attached form for requesting a definition of “extensive” different from what is presented here.)

Incidental shall mean all situations that can be routinely handled within a reasonable period of time with available staff, and not encompassed under the definition of “Extensive”, above.

Information technology resources includes computerized records, microfiche, fax, and electronic databases, and the operating and programming personnel associated with those resources.

Labor cost shall mean the hourly rate of pay of the personnel (including active supervisory personnel) actually providing the service, plus fringes.

Public record means any document, paper, letter, map, book, tape, photograph, film, sound recording or other material made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency.

PROCEDURE:

To establish charges for other than regular “Xerox” copying, to establish a definition of “extensive” for a particular situation, or to establish other charges, a department must prepare an itemized listing in accord with the attached format, and receive the

approval of the Office of Management and Budget. Separate schedules may be established for separate divisions, where justified by different circumstances.

Actual charges are to be assessed on a per page basis and/or in tenths of an hour (six minute) increments, to the nearest increment. Fees are to be collected, deposited and accounted for in the same manner that other operating funds in the department are handled. Total charges of less than 50 cents (\$0.50) may be waived, at the department's discretion. Departments waiving such charges are encouraged to set up charity contribution containers and invite copy customers to donate the waived fees to the charity or charities.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.
County Manager

PROPOSED RECORD COPYING AND/OR EXAMINATION CHARGES

_____ DEPARTMENT
_____ Division

PER COPY CHARGES (other than "xerox") _____
(Attach justification)

DEFINITION OF "EXTENSIVE": _____

1. Charges for Services Defined as "Extensive"

Attach listing of hourly and other charges that might be assessed for use of information technology resources, and attach listing of job titles of personnel (grouped by clerical and supervisory/management) whose time might be included in hourly charges.

2. County Maps or Aerial Photographs

PER COPY CHARGES:

SPECIAL MATERIALS, SUPPLIES _____ per Page
(Attach explanation itemizing individual components.)

OVERHEAD CHARGE: _____ per Page
(Attach explanation)

PERSONNEL

Attach listing of classifications of personnel whose time might be included in any hourly charges.

3. Fees established by State law (Attach listing.)

Submitted by: _____ Date _____
Director

OMB: APPROVAL _____ DISAPPROVAL _____
Date: _____ Date: _____

Comments/Conditions: _____

Appendix G

Retention of Electronic Records Policy

Memorandum



Date: August 23, 2010

To: Department Directors

From: George M. Burgess
County Manager

Subject: Retention of Electronic Mail (e-mail) and Other Electronic Records

This is a reminder of the County's policy regarding electronic records retention, including e-mails. As is the case for paper files, electronic data as well as e-mail messages are usually public records and are subject to the same records retention requirements per Florida Law. Retention of electronic data and information must be based on content, not media type, and should be retained for the same duration as any other records of similar content. For the purpose of satisfying public records laws, e-mail is defined as the messages sent and received by e-mail systems, and transmission and receipt data associated with those messages. Other electronic data includes, but is not limited to, letters, memoranda, maps and spreadsheets.

Department directors are responsible for electronic records retention, as is the case with any other record type. As you are already aware, retention periods are to be determined based on content, the nature of the communication, the purpose of the record, and the legal, fiscal, administrative, and historical values, regardless of the format in which the record is stored. In determining where to archive your electronic files, bear in mind that the County's existing e-mail servers have limited storage space. You should consider archiving e-mail files to other media such as your local shared network drives.

We are continuing to explore new technologies and storage options to centralize e-mail retention. The County's Information Technology Leadership Council, which is staffed by representatives from several departments, has been tasked with examining and recommending comprehensive archiving solutions for the County. In the meanwhile, it remains each director's responsibility to ensure employees comply with records retention requirements set by the State of Florida.

With the changes in technology and the resulting impacts, we are also completing a comprehensive rewrite of our administrative orders governing document retention. For additional information regarding State of Florida records retention laws and existing Miami-Dade County Administrative Orders, please refer to:

- [Ch 119.021 FS Public Records Law](#)
- [Ch 257 FS Public Libraries and State Archives](#)
- [Chapter 1B-24 Florida Administrative Code: Records Retention Scheduling and Disposition](#)
- [State of Florida Basics of Records Management](#)
- [A.O. 7-24, Records Management Program](#)
- [A.O. 5-5, Acquisition, Assignment and Use of Telecommunication Devices and Network Resources](#)

Should you have questions, please contact Howard Piper, Special Assistant at 305-375-3392.

c: Honorable Carlos Alvarez, Mayor
Honorable Dennis C. Moss, Chairman
and Members, Board of County Commissioners
Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Carlos Martinez, Public Defender
Honorable Pedro Garcia, Property Appraiser
Robert A. Cuevas, Jr., County Attorney
Dr. Eneida O. Roldan, President and Chief Executive Officer, Public Health Trust
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Christopher Mazzella, Inspector General
County Executive Office Senior Staff
Charles Anderson, Commission Auditor

Appendix H

Social Media Policy

It is the County's responsibility to provide taxpayers with accurate, consistent and reliable information about County news, events, programs and initiatives. In keeping with that function, County departments may use social media to promote County programs services, events and initiatives, and as a tool to recruit potential employees. While departments are encouraged to use these channels as part of an integrated communication strategy, the Community Information and Outreach (CIAO) is responsible for ensuring that such websites are used in a manner consistent with larger organizational goals and policy and reserves the right to modify any content that is inconsistent with these goals.


Definitions:

Designee: the person designated by the department director to publish material on behalf of the department. Content from the designees is presumed approved by its director.

Publish: to create content that can be published unedited to authorized social networks. The actual posting is handled by the department's designee.

Content: text and images, comments, web links and discussion topics.

Rules:

- » Departments are strongly advised to publish content promoting County programs services, events and initiatives on the authorized central Miami-Dade County social networking page.
- » Use of social networking websites during business hours must be for official County communications only. Abuse will result in the loss of access and/or disciplinary action.
- » Only employees designated by the department's director may use their County e-mail address to create accounts and publish content on authorized County social networking sites.
- » Other County Employees may only use their personal e-mail, not their County e-mail, to create accounts and publish content on authorized County social networking sites.
- » Authorized use of County equipment and networks is regulated by ITD under [Administrative Order 5-5](#) . Users should be aware that ITD may monitor and audit network use, that all communications on County equipment fall under the state's Public Record laws, and that Department Directors are responsible for ensuring the resources are used appropriately.
- » Departments may create related pages (Facebook) to serve "niche" audiences provided that the group adheres to the [guidelines](#) (PDF - 3.18MB) and standards set forth by CIAO and that a CIAO user is designated as an administrator of the group.
- » CIAO will help to promote authorized groups by linking to it from the central County page.
- » Under no circumstances are competing pages (Facebook), channels (YouTube) or accounts (Twitter) containing County-related information to be created.
- » Content regarding County programs, services, events or initiatives on social networking sites must point users to County web pages for expanded content. However, County websites may not link to a social networking page.
- » When posting a link, the link must point either to a County web page or one that provides positive exposure for the County. Links promoting non-County items are not permitted.
- » It is a violation of copyright law to use a person's work without his or her express written consent. If original County artwork, photography or text cannot be obtained, third-party content may be substituted with the permission of the artist or author.
- » CIAO in its sole discretion reserves the right to remove any unsuitable content from the authorized County social networking websites. CIAO reserves the right to revoke a designee's publishing privileges at any time for violations of this policy.

Procedure:

- » In order to publish content on the authorized social networking pages:
 1. The department's director must provide in writing to CIAO the name, title and e-mail address of the person(s) designated to publish on the department's behalf.
 2. The Department must immediately notify CIAO by e-mail in the event that a designee's publishing rights change due to termination, transfer, change in duties or other causes.

REV. 11/3/2010

Appendix I

Documents Types currently stored in Central Repository

Department	Document Type
Corrections and Rehabilitation	Inmate incidents Vendor documents Department personnel documents Background checks
Fire Rescue Fire Prevention	Investigation Permits Special events Burn permit False alarms Public education
Miami-Dade Police Central Records Bureau	Criminal history Offense incidents reports Non-prints Promise to appear Wrong subject
Forensic Services Bureau	Cases Homicide photos
Sex Crimes Bureau	Sexual predators and offenders Sex crimes cases
Professional Compliance Bureau	Closed cases Use of force
Property and Evidence Bureau	Evidence forms
Warrants Bureau	Warrants
Property Appraiser	Folio documents: real estate and personal property Value Adjustment Board documents Building Cards Homestead Exemption

Department	Document Type
Animal Services	Administrative documents
Housing	Department personnel documents
Permitting, Environment, Regulatory Affairs	Code Enforcement cases
Water and Sewer	Department personnel documents
Miami-Dade Transit	Design and engineering Construction Contract procurement Cost and scheduling Document control Planning Program management Right of way
Sustainability, Planning, and Economic Enhancement	Film permits
Public Housing and Community Development	Department personnel records Recruitment documents Applicant Leasing Center – Section 8
Elections	Voter information Outside employment Financial disclosures Precinct registers
Finance / Tax Collector	Payments by folio (including lockbox) Payments by account (non-folio) Bankruptcy notices (Federal Court) Auto tag Refund letters Tax mail
Information Technology	Purchase orders
Internal Services	Applicant background checks with workflow to departments (except MDCR and MDPD) Personnel records (used by all departments) Medical records (via Mt. Sinai, JMH) Elevator Inspection reports Risk Management checks W-9 form