MEMORANDUM

IEIC
Agenda Item No. 2(C)

TO: Honorable Chairman Anthony Rodriguez and Members, Board of County Commissioners

DATE: November 12, 2026

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution establishing a County policy requiring prior notification to County Commissioners of County-sponsored events and certain departmental communications directed to residents within their respective districts

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Natalie Milian Orbis.

for
Geri Bonzon-Keenan
County Attorney

GBK/ks

MEMORANDUM
(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: January 20, 2027

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Statement of social equity required**

_____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**

_____ **No committee review**

_____ **Requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor Agenda Item No.
Veto _____
Override _____

RESOLUTION NO. _____

RESOLUTION ESTABLISHING A COUNTY POLICY REQUIRING PRIOR NOTIFICATION TO COUNTY COMMISSIONERS OF COUNTY-SPONSORED EVENTS AND CERTAIN DEPARTMENTAL COMMUNICATIONS DIRECTED TO RESIDENTS WITHIN THEIR RESPECTIVE DISTRICTS

WHEREAS, there are County events and informational meetings such as community events, government meetings, and town halls, hosted by the County and held throughout the County in various Commission districts; and

WHEREAS, County departments distribute informational mailers and other written communication to residents regarding County events, programs, initiatives and public meetings; and

WHEREAS, the Board recognizes the importance of maintaining effective communication between County departments and the members of the Board regarding activities and events sponsored by Miami-Dade County; and

WHEREAS, Commissioners serve as elected representatives of their respective districts and maintain an important role in communicating with residents within their districts; and

WHEREAS, Commissioners are often contacted by residents regarding County events and meetings in their districts; and

WHEREAS, prior notification of events occurring within a Commissioner's district helps ensure that Commissioners remain informed about activities affecting their constituents; and

WHEREAS, implementing a policy for notifying the Commissioner representing the district in which a County-sponsored event will occur or to which a County department mailing will be directed supports effective constituent service,

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

Section 1. This Board incorporates and approves the foregoing recitals as if fully set forth herein.

Section 2. This Board establishes a policy that at least 14 days prior to a scheduled County-sponsored event, including, but not limited to, informational meetings, community events, government meetings and town halls, an e-mail notification from the County department sponsoring or staffing the event shall be provided to the Commissioner representing the district in which the County-sponsored event is scheduled to occur.

Section 3. This Board establishes a policy that at least 14 days prior to a County department sending out an informational mailer or other written communication to residents within a particular district regarding County events, programs, initiatives and public meetings within that district, an e-mail notification from such County department shall be provided to the Commissioner representing said district. Such notification shall not be required for mailings targeted or tailored to specific individuals such as bills, invoices, legal enforcement matters, and permit and license notifications.

The Prime Sponsor of the foregoing resolution is Commissioner Natalie Milian Orbis. It was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman
Kionne L. McGhee, Vice Chairman

Marleine Bastien	Juan Carlos Bermudez
Sen. René García	Oliver G. Gilbert, III
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Vicki L. Lopez
Natalie Milian Orbis	Raquel A. Regalado
Micky Steinberg	

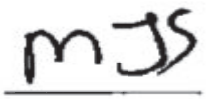
The Chairperson thereupon declared this resolution duly passed and adopted this 20th day of January, 2027. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

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

JUAN FERNANDEZ-BARQUIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Melanie J. Spencer