

MEMORANDUM

TO:	Honorable Chairman Anthony Rodriguez and Members, Board of County Commissioners	DATE:	Agenda Item No. 7(C) (Second Reading: 4-1-25) February 19, 2025
FROM:	Geri Bonzon-Keenan County Attorney	SUBJECT:	Ordinance relating to the Rules of Procedure of the Board; amending section 2-1 of the Code; providing for electronic delivery of agenda items to commissioners

Ordinance No. 25-31

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Roberto J. Gonzalez.



Geri Bonzon-Keenan
County Attorney

GBK/gh

Memorandum



Date: April 1, 2025

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

From: Daniella Levine Cava 
Mayor

Subject: Fiscal Impact Statement for Ordinance Relating to Mandating the Electronic Delivery of Agenda items to Commissioners

The proposed Ordinance amends Section 2-1 of the Code to allow for the delivery of agenda items to be effectuated via e-mail or other electronic means.

A fiscal impact cannot be determined at this time, with the implementation of the amendment to this Ordinance.

A handwritten signature in blue ink, appearing to read "Carladenise Edwards".

Carladenise Edwards
Chief Administrative Officer

Memorandum



Date: April 1, 2025

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

From: Daniella Levine Cava 
Mayor

Subject: Social Equity Statement for Ordinance Relating to Mandating the Electronic Delivery of
Agenda items to Commissioners

This Ordinance seeks to amend the Rules of Procedure to mandate the electronic delivery of agenda items to Commissioners, with physical copies being available upon request to reduce paper usage and expenses related to printing, storage, and document management.

The impact resulting from the amendment of this ordinance is mostly internal to the Agenda Coordinator Office. That being said, if this Ordinance is adopted potential Countywide social benefits could include reduced paper waste which may help the County move closer to its waste reduction and economic resilience goals. Additionally, it's important to note, agenda items are currently available to the public in an electronic format and that will not change due to this legislation. The items and agendas are available to the public electronically in real time.



Carladenise Edwards
Chief Administrative Officer



MEMORANDUM

(Revised)

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

DATE: April 1, 2025

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 7(C)

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**
- _____ **Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3) (h) or (4)(c) ____, CDMP 9 vote requirement per 2-116.1(4)(c) (2) ____)** to approve
- _____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7(C)
4-1-25

ORDINANCE NO. 25-31

ORDINANCE RELATING TO THE RULES OF PROCEDURE
OF THE BOARD OF COUNTY COMMISSIONERS;
AMENDING SECTION 2-1 OF THE CODE OF MIAMI-DADE
COUNTY, FLORIDA; PROVIDING FOR ELECTRONIC
DELIVERY OF AGENDA ITEMS TO COMMISSIONERS;
PROVIDING SEVERABILITY, INCLUSION IN THE CODE,
AND AN EFFECTIVE DATE

WHEREAS, this Board's Rules of Procedure are codified in section 2-1 of the Code of
Miami-Dade County, Florida; and

WHEREAS, it has been the policy of this Board to deliver copies of agenda items by
physical copy to the members of the commission; and

WHEREAS, it is in the interest of Miami-Dade County to transition from paper-based to
digital processes in County operations to the greatest extent possible; and

WHEREAS, moving from paper to electronic documents could reduce the amount of
printing, storing and managing physical documents, and may provide significant space and cost
saving benefits to County operations; and

WHEREAS, moving from paper to electronic documents may also improve data quality,
security, and accessibility, improving efficiency in County operations; and

WHEREAS, moving from paper to electronic documents may also help to lower our
carbon footprint, save water, fight deforestation, and reduce pollution, creating a more sustainable
environment for County residents; and

WHEREAS, this Board wishes to amend its Rules of Procedure to provide that copies of agenda items shall be delivered to commissioners electronically; physical copies may be provided to commissioners upon their request,

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Section 2-1 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

Sec. 2-1. Rules of Procedure of County Commission.

* * *

PART 5. CONDUCT OF MEETINGS; AGENDA

* * *

Rule 5.05. AGENDA

* * *

>>(k) DELIVERY OF AGENDA ITEMS. Wherever in these rules it is contemplated or required that an agenda item be furnished, mailed, delivered or distributed, such delivery shall be effectuated via e-mail or other electronic means to the greatest extent possible. Notwithstanding the foregoing, a Commissioner shall be provided with paper copies of any agenda item upon request to the Office of Agenda Coordination. <<

* * *

¹ Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

Section 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 3. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 4. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board.

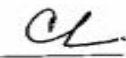
PASSED AND ADOPTED:

April 1, 2025

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:



Cynji Lee

Prime Sponsor: Commissioner Roberto J. Gonzalez