

MEMORANDUM

Agenda Item No. 7(B)

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

DATE: (Second Reading: 12-16-25)
November 18, 2025

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Ordinance relating to the Office of Intergovernmental Affairs; amending article CXVIII of the Code; providing that the Office of Intergovernmental Affairs shall be responsible for administration and operation of the Miami-Dade County Youth Engagement Program, a legislative internship program for placement of students in unpaid internships with the Miami-Dade Board of County Commissioners; making technical and conforming changes

Ordinance No. 25-121

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Chairman Anthony Rodriguez.


Geri Bonzon-Keenan
County Attorney

GBK/uw

Memorandum



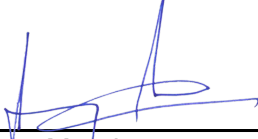
Date: December 16, 2025

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

From: Daniella Levine Cava 
Mayor

Subject: Fiscal Impact Statement for Ordinance Relating to Permanently Implement Youth Engagement Program

The implementation of this Ordinance will not have a fiscal impact to Miami-Dade County. This Ordinance provides that the Office of Intergovernmental Affairs shall be responsible for the administration and operation of the Miami-Dade County Youth Engagement Program. Funding necessary for this program has been allocated in the FY 2025-26 Adopted Budget.



Jimmy Morales
Chief Operating Officer

Memorandum



Date: December 16, 2025

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

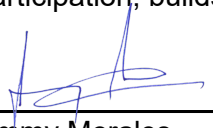
From: Daniella Levine Cava 
Mayor

Subject: Social Equity Statement – Ordinance amending Article CXVIII of the Code related to the Miami-Dade County Youth Engagement Program - 252057

The proposed Ordinance amends Article CXVIII, Sec. 2-1787 of the Code of Miami-Dade County, regarding the Miami-Dade County Youth Engagement Program. More specifically, the proposed legislation designates the Office of Intergovernmental Affairs as the entity responsible for administering and operating the program, which is a legislative internship initiative that allows students to interact directly with the Board of County Commissioners and learn about the policymaking process.

Additionally, the ordinance formalizes oversight, reporting, and funding responsibilities to ensure the continuity and accessibility of the program for participating students. This ensures that civic education opportunities are consistently available, reduces barriers to entry, and increases accessibility for students who may not otherwise have direct pathways into government and policymaking spaces.

This item has the potential to promote equity by strengthening pathways for future civic leaders who reflect the diversity of Miami-Dade County. Greater exposure to policymaking supports long-term civic participation, builds capacity in future leaders, and promotes broader community representation.



Jimmy Morales
Chief Operating Officer



MEMORANDUM (Revised)

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

DATE: December 16, 2025

FROM: 
Glen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 7(B)

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(B)
12-16-25

ORDINANCE NO. 25-121

ORDINANCE RELATING TO THE OFFICE OF INTERGOVERNMENTAL AFFAIRS; AMENDING ARTICLE CXVIII OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING THAT THE OFFICE OF INTERGOVERNMENTAL AFFAIRS SHALL BE RESPONSIBLE FOR ADMINISTRATION AND OPERATION OF THE MIAMI-DADE COUNTY YOUTH ENGAGEMENT PROGRAM, A LEGISLATIVE INTERNSHIP PROGRAM FOR PLACEMENT OF STUDENTS IN UNPAID INTERNSHIPS WITH THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS; MAKING TECHNICAL AND CONFORMING CHANGES; AND PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, on May 18, 2021, this Board adopted Resolution No. R-519-21, which established the Miami-Dade County Legislative Internship Program (“Internship Program”); and

WHEREAS, the Internship Program is open to undergraduate and graduate students from public and private institutions of higher learning and offers positions in paid and unpaid internships with this Board; and

WHEREAS, the program provides students with educational and internship opportunities to observe and learn about the legislative process in Miami-Dade County; and

WHEREAS, staff has continuously analyzed the program to ensure the program meets its full potential and provides students opportunities to obtain varied experiences with the County’s legislative process; and

WHEREAS, on January 21, 2010, through Ordinance No. 10-05, which is codified at article CXXXIV of the Code, the Board authorized the creation of the Miami-Dade County Youth Commission (“Youth Commission”); and

WHEREAS, the Youth Commission is designed to serve as an advisory board on issues affecting the youth and the teen population of Miami-Dade County and serves as a vehicle for its members to learn about and to participate in local government; and

WHEREAS, the Youth Commission meets regularly throughout the school year and is supported by staff in the Miami-Dade County Juvenile Services Department; and

WHEREAS, despite the breadth of these two programs, there remains a need for high school aged students, and possibly beyond, to be provided an opportunity to more closely and actively interact with and learn about the legislative process and how laws and policies are developed, similar to the opportunity afforded undergraduate and graduate students participating in the Internship Program; and

WHEREAS, this program, the Youth Engagement Program, can be offered as a multi-week program; and

WHEREAS, among other matters, the Youth Engagement Program can allow participating students to learn about how legislative items are processed and brought before the Board, attend the Board of County Commissioners meetings, and visit County departments to observe how the policies of the Board are implemented in practice; and

WHEREAS, during the summer months of 2025, there was a successful pilot Youth Engagement Program that afforded thirteen students the opportunity to tour departments, attend commission meetings, and learn about their local government; and

WHEREAS, among other functions, the Office of Intergovernmental Affairs is responsible for:

- (1) coordinating the County's intergovernmental relations at the federal, state, and local levels;
- (2) managing the County's federal and state governmental representation and consulting

services contracts;

(3) preparing annual federal and state legislative packages;

(4) advising the Board, Mayor, and County departments of the filing, progress and amendments of bills, appropriations, and legislative reports and projects that may affect the County; and

(5) raising, discussing, and recommending any legislative action that may benefit the County; and

WHEREAS, the Office of Intergovernmental Affairs is well-suited to administer the Youth Engagement Program and ensure that the program reaches its maximum potential and that students are exposed to the full breadth and scope of Miami-Dade County's legislative process; and

WHEREAS, this Board desires for the Office of Intergovernmental Affairs, in coordination with the Chair of the Board or the Chair's designee, to be responsible for the administration and operation of the Youth Engagement Program going forward,

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

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

Article CXVIII. OFFICE OF INTERGOVERNMENTAL AFFAIRS.

* * *

¹ The differences between the substitute and the original item are indicated as follows: Words stricken through and/or [[double bracketed]] shall be deleted, words underscored and/or >>double arrowed<< are added.

Sec. 2-1787. - Functions.

The Office of ~~[[the]]~~ Intergovernmental Affairs shall perform the following functions within the scope of authority set forth in Section 2-1788 below:

1. Coordinate the County's intergovernmental relations at the federal, state, and local levels.
2. Manage the County's federal and state governmental representation and consulting services contracts and report issues relating to conflicts of interest as they pertain to contract lobbyists.
3. Prepare annual federal and state legislative packages pursuant to Section 2-1789 below.
4. Report to the Board on a timely basis and otherwise comply with the reporting requirements set forth in Section 2-1790 below.
5. Coordinate meetings and facilitate relationships between the Board and the Miami-Dade County state and federal legislative delegations no less than once each quarter pursuant to Resolution No. ~~[[1060-93]]~~ >>R-1060-93<<.
6. On a continuing basis, advise the Board, Mayor, and County Departments of the filing, progress and amendment of bills, appropriations, and legislative reports and projects that may affect the County.
7. Raise, discuss, and recommend any legislative action that may benefit the County given the current legislative trends and dynamics, including actions related to both substantive legislation and appropriations.

>>8. Administer and operate the Miami-Dade County Youth Engagement Program ("Program"), a legislative internship program that will enable participating students to interact with and gain insight into the legislative process of their local government. The Director or Director's designee shall:

- (a) Confer with the Chair or Chair's designee regarding managerial and operational oversight of the Program;

- (b) Prepare all agreements and other documents necessary for the Program, including, but not limited to, participation agreements for students, and transmit such agreements to the County Mayor or County Mayor's designee for execution;
- (c) Allocate appropriate funding from the office's budget to support the Program; and
- (d) Evaluate the Program and provide annual reports to the Office of the Chair no later than 120 days after the end of each cohort of interns. At a minimum, the reports must provide the: (i) number of students who applied to and participated in the Program; (ii) schools attended by the students; (iii) length of the Program; and (iv) key developments or highlights of the Program.<<

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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:

December 16, 2025

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:

Leigh C. Kobrinski

Prime Sponsor: Chairman Anthony Rodriguez