

**RESOLUTION NO. 2015 - 066**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE TOWN OF SOUTHWEST RANCHES AND THE OFFICE OF THE BROWARD COUNTY, FLORIDA, CLERK OF THE COURT FOR THE SEVENTEENTH JUDICIAL CIRCUIT FOR THE PROCESSING AND COLLECTION OF PARKING CITATIONS AND AUTHORIZING THE USE OF HEARING OFFICERS IN THE SYSTEM ESTABLISHED BY BROWARD COUNTY FOR SUCH PURPOSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Southwest Ranches wishes to enter into an Interlocal Agreement with the Clerk of the Court for Broward County in the Seventeenth Judicial Circuit of Florida regarding parking citations; and

**WHEREAS**, the Town of Southwest Ranches has determined it is economically advisable and expedient to delegate authorization to enforce and collect fines for parking violations to the Clerk of the Court for Broward County in the Seventeenth Judicial Circuit of Florida, since that agency presently has in place a collections system and a hearing officer system which both serve the County and other cities within the County.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, THAT:**

**Section 1.** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves an Interlocal Agreement between the Town of Southwest Ranches and the Clerk of the Court for Broward County in the Seventeenth Judicial Circuit of Florida for processing and collection of parking citations in substantially the same form as that attached hereto as Exhibit "A".

**Section 3.** The Town Council authorizes the Mayor, Town Administrator and Town Attorney to enter into an Interlocal Agreement between the Town of Southwest Ranches and the Clerk of the Court for Broward County in the Seventeenth Judicial Circuit of Florida for processing and collection of parking citations in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

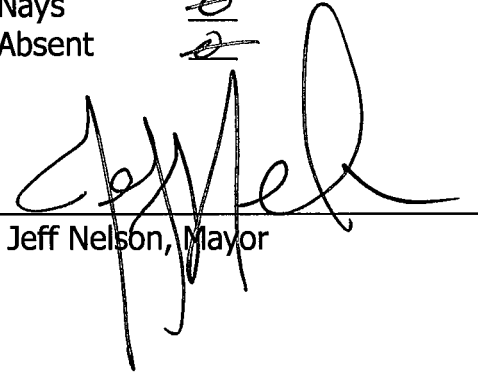
**Section 4.** This resolution shall take effect immediately upon passage by the Town Council and its execution by the Mayor.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 27<sup>th</sup> day of August, 2015, on a motion by Gm McKay and  
seconded by Gm Breitkreuz.

Nelson Ayes  
Fisikelli Ayes  
Breitkreuz Ayes  
Jablonski Ayes  
McKay Ayes


Ayes 5  
Nays 0  
Absent 0

  
Jeff Nelson, Mayor

ATTEST:

  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

  
Keith Poliakoff, J.D., Town Attorney

112555864.1

**RESTATED INTERLOCAL AGREEMENT**

**Between**

**TOWN OF SOUTHWEST RANCHES**

**and**

**HOWARD C. FORMAN, CLERK OF COURTS  
SEVENTEENTH JUDICIAL CIRCUIT**

**for**

**PROCESSING AND COLLECTION OF PARKING CITATIONS**

**THIS IS AN INTERLOCAL AGREEMENT, made and entered into by and between:**

The Town of Southwest Ranches, a municipal corporation of the State of Florida, hereinafter referred to as "TOWN,"

**AND**

**HOWARD C. FORMAN, CLERK OF COURTS, SEVENTEENTH JUDICIAL CIRCUIT, BROWARD COUNTY, FLORIDA, hereinafter referred to as "CLERK."**

**WITNESSETH:**

**WHEREAS, the TOWN's parking ordinances provide for the issuance of parking citations for violations of TOWN parking ordinances and state statutes; and**

**WHEREAS, the TOWN has designated the Clerk of the Court as the entity responsible for processing parking citations and collecting fines imposed as a result of such citations; and**

**WHEREAS, the TOWN has adopted the appropriate ordinances as are required by §§318.325, 316.1967(6) and 320.03(8), Florida Statutes, to delegate such responsibility to the CLERK for the processing of such parking citations and further refer parking citations matters to a hearing officer for enforcement to facilitate the proper enforcement of the parking violations; and**

**WHEREAS, the TOWN wishes to reasonably compensate the CLERK a service fee for the processing of citations and the collection of such parking fines; and**

**WHEREAS, TOWN and CLERK may have entered into an Interlocal Agreement to provide for the CLERK's services; however, due to legislative amendments regarding hearings for parking citation appeals, this revised Restated Interlocal Agreement is required to be entered**

into between TOWN and CLERK providing for only the processing and collection of parking citations by the CLERK and eliminating provisions for Hearing Officers, which supersedes any previous agreements between TOWN and CLERK regarding the subject matter herein;

**NOW, THEREFORE**, in consideration of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the TOWN and the CLERK agree as follows:

**1. SCOPE OF SERVICES**

- 1.1 The CLERK shall process and collect all parking citations issued pursuant to the TOWN's parking ordinances.
- 1.2 TOWN shall obtain at TOWN's sole expense parking citations to be issued to violators which shall conform to the technical requirements of the CLERK.
- 1.3 CLERK shall process all parking citations and late fees in a timely manner, but not to exceed fifteen (15) working days.
- 1.4 TOWN shall provide CLERK with copies of TOWN's parking regulations, as may be amended from time to time, for use during hearings on contested parking citations as provided herein below. TOWN shall be responsible for ensuring its parking regulations are updated with the CLERK, as TOWN's parking regulations may be amended from time to time.

**2. FEES**

- 2.1 TOWN agrees to pay to the CLERK a base Service Fee of TWO DOLLARS AND FIFTY CENTS (\$2.50) for processing each municipal parking citation that is issued pursuant to the TOWN's parking ordinances. TOWN also agrees, however, to pay to the CLERK an additional Service Fee of FIVE DOLLARS AND NO CENTS (\$5.00) (over and above the TWO DOLLAR AND FIFTY CENT (\$2.50) processing fee) for each issued municipal parking citation, which results in payment to the CLERK of the citation amount or late fees or both. In other words, issued and paid citations shall result in a net total payment to the CLERK of SEVEN DOLLARS AND FIFTY CENTS (\$7.50). Issued and as yet unpaid citations shall result in a net total payment to the CLERK of TWO DOLLARS AND FIFTY CENTS (\$2.50).
- 2.2 In the event CLERK enters into any agreements with any municipalities or other governmental entities to provide the same or similar service set forth herein, CLERK agrees to charge such municipalities or other governmental entities the same fees as provided herein, or as may hereinafter be renegotiated with and equally applicable to all governmental entities participating in the parking citation enforcement process as provided herein. Nothing herein shall prohibit CLERK

from entering into a different contractual relationship with any municipality under the same fee schedule as set forth in this Section.

- 2.3 The CLERK shall prepare a monthly invoice to cover all Service Fees for all previously unbilled new citations entered into the CLERK's computer system during the preceding month. Each month the CLERK shall write a check and pay to the TOWN an amount equal to all monies received for parking citations issued by TOWN, less the amount billed for base Service Fees and collection service fees if any funds are due to an agency.

### **3. LOCATION AND AVAILABILITY OF CLERK'S PARKING CITATION DIVISION**

- 3.1 The CLERK's Parking Citation Division is located at 201 Southeast Sixth Street, Fort Lauderdale, Florida 33301 (telephone number (954) 831-5804) or such other location(s) as may be agreed upon by the parties. The office will be open to the general public from 9:00 a.m. to 4:00 p.m., Monday through Friday, except on those days that have been established as legal holidays for employees of the CLERK as designated by the Chief Judge of the Seventeenth Judicial Circuit.
- 3.2 The Hearing Officer hearings on contested parking citations will be conducted at the West Regional Courthouse located at 100 North Pine Island Road, Plantation, Florida 33324, or such other locations as may be determined by the COURT from time to time. TOWN shall be notified by CLERK of any changes in the location of the hearings.

### **4. ARCHIVING, FILE RETENTION AND BACKUP**

- 4.1 On a monthly basis paid citations which are six (6) months old, and unpaid citations which are one (1) year old, shall be archived by CLERK. This data shall be placed on tape and maintained by CLERK off-site and retained in accordance with Florida Statutes. CLERK agrees that all data residing on the on-line system shall be backed up daily and that a weekly back up shall be performed and stored off-site. Records shall be maintained in accordance with the rules promulgated by the State of Florida, Division of Archives, History and Records Management.
- 4.2 The CLERK is recognized as the Custodian of all records and data generated pursuant to this Agreement as defined in the Public Records Act of the State of Florida, Chapter 119, Florida Statutes.

### **5. REPORTS**

The CLERK shall provide management and financial reports on a monthly basis to the TOWN, which provide for, but are not limited to: 1) auditable inventory control of all citations received by CLERK, 2) numeric sequencing of all citations processed through

the system, indicating citations collected, and indicating total dollars collected, 3) Service fees charged for citations processed and citations collected.

**6. CLERK'S RESPONSIBILITIES**

- 6.1 The CLERK's Parking Citation Division can be contacted by telephone at (954) 831-5804. TOWN shall be promptly notified in the event the telephone number is changed. The hours of service will be from 9:00 a.m. through 4:00 p.m., Monday through Friday, excepting regularly scheduled holidays as established by the Chief Judge.
- 6.2 Provide security of all data processing files in accordance with established security policy standards and guidelines in accordance with Florida Statutes and the Florida Administrative Code.

**7. MATTERS BEYOND THE CONTROL OF THE TOWN AND CLERK**

Neither the TOWN nor CLERK shall be responsible for any failure or delay in performance hereunder due to circumstances beyond their reasonable control including, without limitation, Acts of God, accidents, mechanical, power failures, acts, omissions and defaults of third parties and official, governmental and judicial action beyond their control. In the event of occurrences, which require the implementation of a Disaster Recovery Plan, the CLERK shall use its best efforts to provide a level of service consistent with this Agreement.

**8. AMENDMENTS**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**9. NOTICES**

All written notices, as provided herein, shall be effected by hand delivery or by U.S. Mail, certified, return receipt requested, addressed as follows:

TOWN:

Town of Southwest Ranches  
Attn: Andrew Berns, Town Administrator  
13400 Griffin Road  
Southwest Ranches, FL 33330

With a copy to:

Keith Poliakoff, Esq.  
Town Attorney  
200 East Las Olas Blvd.  
Fort Lauderdale, FL 33301

CLERK:

Howard C. Forman, Clerk of Court  
Broward County Courthouse  
201 Southeast Sixth Street  
Fort Lauderdale, Florida 33301

**10. EFFECTIVE DATE AND TERMINATION**

10.1 This Interlocal Agreement shall be effective from the date of approval and execution by the CLERK and for an additional one-year term effective October 1, 2006. Beginning October 1, 2006, this Agreement shall automatically renew for yearly terms thereafter and without necessity for re-approval or re-execution unless either party gives notice in writing to the other of intent not to renew. Any such notice must be delivered on or before ninety (90) days from the anniversary date of the Agreement.

10.2 This Agreement may be terminated by either party without cause upon sixty (60) days written notice during the first year of the Agreement and ninety (90) days written notice to the other party thereafter.

**11. PRIOR AGREEMENTS**

This Agreement shall supersede any prior or existing agreements between the TOWN and CLERK pertaining to the subject-matter herein and said prior or existing agreements shall have no force and affect upon execution of this Agreement.

**12. MISCELLANEOUS**

12.1 The parties hereto understand and agree that the parties are self-insured and do not intend to purchase insurance in connection with this Agreement.

12.2 Each party agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the scope of this Agreement and agrees to be liable for any damages resulting from said negligence pursuant to the terms of §768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by an agency or political

subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

- 12.3 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that TOWN and CLERK are independent contractors under this Agreement and neither is the employee of the other for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The parties shall each retain sole and absolute discretion in the judgment of the manner and means of carrying out their activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of each individual party. Services provided by each party pursuant to this Agreement shall be subject to the supervision of such party. In providing such services, neither party nor its agents shall act as officers, employees, or agents of the other party. The parties agree that they are separate and independent enterprises, and that each has the ability to pursue other opportunities. This Agreement shall not be construed as creating any joint employment relationship between the Parties and neither party will be liable for any obligation incurred by the other party, including, but not limited to, unpaid minimum wages and/or overtime premiums.
- 12.4 Neither party intends to directly or substantially benefit any third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either party based upon this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third persons or entity under this Agreement.
- 12.5 It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply due to the joint contribution of both parties.
- 12.6 Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.
- 12.7 If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.
- 12.8 This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County, Florida.



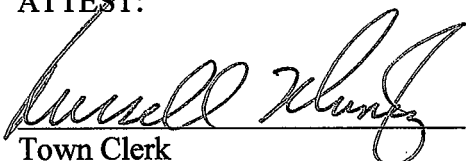
12.9 This Agreement constitutes the final, complete, and exclusive embodiment of the entire agreement and understanding between the parties and supersedes and preempts any prior or contemporaneous understandings, agreements, or representations by or between the parties, written or oral.

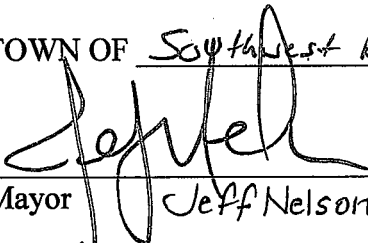
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IN WITNESS WHEREOF, the parties have made and executed this Interlocal Agreement on the respective dates under each signature: Town of Southwest Ranches through its Mayor and Town Manager, authorized to execute same by TOWN action on the 27<sup>th</sup> day of August, 2015, and Howard C. Forman, Clerk of Courts, Seventeenth Judicial Circuit.

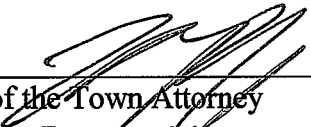
**TOWN:**

ATTEST:

  
Town Clerk  
Russell Muñiz


TOWN OF Southwest Ranches  
  
Mayor Jeff Nelson  
27<sup>th</sup> day of August, 2015.

APPROVED AS TO FORM:

  
Office of the Town Attorney  
Keith Poliakoff

**CLERK:**

WITNESSES

  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Howard C. Forman, Clerk of Court  
Seventeenth Judicial Circuit

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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