



# CITY OF DORAL RECORD (MASTER) COPY TRANSMITTAL FORM

OFFICE OF THE CITY CLERK

Page 1 of 1

Transmittal From: CM Office  
Department

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Name

Date of Transmittal: 1/26/11

City Clerk's Date Stamp  
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The following record (master) copy is being transmitted to the Office of the City Clerk:

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Description of Record Copy:  
Interlocal School Crossing Guard

**INCOMPLETE**

### Office of the City Clerk Administrative Use Only

Received by: Jamileth Pereyra

Reviewed for completion by: Barbara Henric

Returned to originating Department for the following corrections on \_\_\_\_\_

To be returned to MDC. Incomplete until final signatures received.

Returned 2/2/11

Archived in the Office of the City Clerk on 2/2/11 (Date)

Copy provided in electronic format to originating Department on \_\_\_\_\_ (Date)

Originals returned on on \_\_\_\_\_ (Date)

**INTERLOCAL AGREEMENT BETWEEN  
MIAMI-DADE COUNTY AND CITY OF DORAL  
SCHOOL CROSSING GUARDS SERVICE**

**THIS AGREEMENT**, by and between the City of Doral (COD) a municipal corporation organized and existing under the laws of the State of Florida, (hereinafter referred to as "the City"), Miami-Dade County, Florida (hereinafter referred to collectively as "MDC"), the Miami-Dade Police Department (hereinafter referred to as "MDPD").

**WHEREAS**, the City is desirous of establishing and maintaining a high level of competent professional School Crossing Guard (SCG) service in conjunction and harmony with its fiscal policies of sound, economical management, and

**WHEREAS**, the City should have the flexibility to determine the level and deployment of SCG services and to establish service priorities; and, with the cooperation and recommendation from the Miami-Dade County Schools Police Department, and

**WHEREAS**, the MDPD, Departmental Coordination Section (DCS), Pedestrian Safety Section (PSS) personnel should be responsive to the assigned schools, student pedestrian/cyclist and school support personnel, and should work cooperatively with school personnel and the City to ensure the safety of the students as they arrive and depart from school property, and,

**WHEREAS**, MDC has agreed to render to the City a continuing high level of professional service, and the City is desirous of contracting for such services upon the terms and conditions hereinafter set forth, and

**WHEREAS**, the parties' interest is to develop a long standing relationship in order to effectively serve the City, the applicable school(s) and its students, and

**WHEREAS**, MDC and the City would like to abide by the following principles:

1. MDPD, PSS should be responsive to the school and its pedestrian students of the City.
2. MDPD, PSS should work cooperatively with the City and school officials in a problem-solving mode to maintain the safety and welfare of student pedestrians.
3. MDC should provide at a reasonable cost, efficient, and high-quality training appropriate for SCG personnel.
4. MDC shall provide to the City for the term of this Agreement, and any extensions of the term in accordance with the provisions of this Agreement, competent professional SCG services with the stipulated elementary schools in the City to the extent and in the manner agreed

upon by the parties.

**NOW THEREFORE**, in consideration of the following mutual obligations the parties agree as follows:

## ARTICLE I

### PURPOSE AND INTENT

MDC shall provide to the City competent, courteous, lawful, efficient and effective SCG services, as specified and for the term prescribed in this Agreement. The City will pay for, and cooperate with MDC in the provision of those professional services.

The Whereas Clauses express the intent of the parties and are incorporated into this Agreement.

## ARTICLE II

### DEFINITIONS

For the purposes of this Agreement, the following terms shall be defined as:

***City Officials:*** Means the council members, City Manager, City Attorney, and employees of the City.

***Departmental Coordination Section (DCS) Captain:*** Shall mean the MDPD Section Captain who is responsible for overseeing the compliance with contractual stipulations and maintenance of quality service delivery.

***Pedestrian Safety Section (PSS) (Supervisor):*** Means a designated Supervisor who reports to the DCS Captain. The responsibilities include the supervision, evaluation, and direction of the daily activities of the Pedestrian Safety Project Coordinators, SCG Supervisors, SCGs, and a Secretary.

***Personnel:*** Shall mean MDPD DCS and SCG personnel assigned to the City.

***School Crossing Guard (SCG):*** Shall mean certified civilian personnel, employed by MDPD, who are utilized to conduct departmentally-approved pedestrian and traffic safety programs in the area of public elementary schools. SCG's shall be equipped with all standard issued uniform and supplies as depicted in Exhibit A.

***SCG Unit:*** Shall mean the Departmental entity that reports to the DCS Captain, which is responsible for coordinating pedestrian and traffic safety programs utilized to assist elementary school children in arriving and departing from schools in a safe manner. The SCG Unit is primarily responsible for providing assistance to all public elementary schools in unincorporated MDC and municipalities that contract services.

**Service:** Shall mean comprehensive SCG patrol services provided each day of the regular academic year excluding summer sessions, except when elementary schools are not in session for whatever reason.

**Staffing Levels:** Shall mean the number of SCG's assigned to and accepted by the City as they are listed in Exhibit B of this Agreement. The levels described in Exhibit B do not include staffing for SCGs during summer sessions.

**Staff Schedules:** Shall mean those schedules prepared by the DCS Captain or his/her designee to appropriately deploy personnel to ensure appropriate resources are maintained each shift.

### ARTICLE III

#### SCHOOL CROSSING GUARD SERVICES

MDPD shall provide SCG services, as set forth in this Agreement in accordance with Florida Statutes.

- 3.1 Without limiting the duty prescribed in the preceding paragraph, MDPD SCG personnel provide services during operational times of the regular public school year, not including summer sessions, Professional Development Days or Teacher's Workdays, Statutory Holidays, any other school holidays and when schools are closed.
- 3.2 The actual hours of service will be determined by the commencement and dismissal times of the schools identified in subparagraph 3.4.
- 3.3 Nothing in this contractual Agreement is intended to usurp the authority of MDPD policies and procedures. In addition, nothing herein is intended to usurp the authority of the City, its policies, procedures, and charter.
- 3.4 SCG services will be provided to the following locations:
  - i. E. B. Thomas Elementary  
5959 NW 114 Avenue  
Doral, Florida 33178
  - ii. John I. Smith Elementary  
10415 NW 52 Street  
Doral, Florida 33178
  - iii. Dr. Rolando Espinosa K-8 Center  
8600 NW 112 Avenue  
Doral, Florida 33178

## ARTICLE IV

### CONSIDERATION

- 4.1 MDC will invoice the City for all of the actual costs of SCG services provided to the City since the beginning of the regular public school year commencing August 23, 2010. All payments are due no later than the 30<sup>th</sup> day from receipt of an invoice by the City. The quarterly invoices to the City will be for the City to reimburse MDC for the total actual costs of the SCG services provided including eighteen (18) SCGs and the associated supervisory, vehicle and contract support fees.
- 4.2 Payment for services rendered for each contract year shall be based upon the level of service requested by the City pursuant to Article 7.2. Staffing in excess of the requested service level, listed in Exhibit B, shall require written authorization by the City Manager. The levels described in Exhibit B do not including staffing for SCGs during summer sessions.
- 4.3 The actual costs shall include direct supervisory and school crossing guard personnel salaries, plus all associated fringe benefits, applicable annual overhead, uniform, other general operating supplies, and standard support equipment. Exhibit D illustrates estimated annual cost based on FY 2010-11 figures and will be updated in subsequent years if requested by the City.
- 4.4 Payment for the services provided by MDC for subsequent years shall be based upon the level of staffing services requested by the City Manager utilizing the actual costs of personnel and equipment.
- 4.5 Vehicle costs for FY 2010-11 will be charged at the prorated flat rates shown in Exhibit D. At the beginning of subsequent fiscal years, the annual prorated flat rate for vehicles will be adjusted to reflect the updated costs at that time and the City will be billed accordingly.
- 4.6 A contract support fee will be charged on services provided to the City and may be adjusted and modified on a yearly basis. The current estimated costs for FY 2010-11 are shown in Exhibit D.

## ARTICLE V

### COMMAND STAFF

- 5.1 The DCS Captain shall, among other specified duties, act as liaison between the City and MDPD.
- 5.2 In the event the City becomes dissatisfied with the performance of the SCG program, specific concerns regarding performance should

be discussed with the DCS Captain to ascertain avenues of resolution and immediate remediation, if any.

- 5.3 MDPD agrees to act expeditiously and in good faith in resolving any problems experienced by the City.

## ARTICLE VI

### EMPLOYMENT RESPONSIBILITY

- 6.1 All SCG employees and other persons employed by MDPD in the performance of SCG services for the City shall be and remain MDC employees.
- 6.2 MDPD employees will continue to abide by MDPD policies and procedures established in the Departmental Manual and pertinent subordinate directives.
- 6.3 MDC is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor and not an employee, agent or servant of the City. Nothing in this Agreement shall be construed to create an employment relationship between the City and any MDC employees.

## ARTICLE VII

### EMPLOYMENT; RIGHT OF CONTROL

- 7.1 MDPD shall have and maintain the responsibility and control of the services rendered, standards of performance, discipline of personnel, all personnel-related matters including but not limited to assigning new personnel, transfers, promotions and any other matters incident to the performance of the services, duties and responsibilities, as described and contemplated in this Agreement. Transfers may be made for promotional, career opportunity, at the request of the employee, or at the request of the DCS Captain, or at the discretion of the Director of MDPD or designee.
- 7.2 Staffing levels are listed in Exhibit B of this Agreement, and may be modified, in consultation with the City Manager, by the DCS Captain from time to time as needs arise. The level, degree, type of service and number of positions assigned to each service shall be determined by the City in consultation with MDPD. However, at no time shall the staffing level be less than the determined minimum number of requisite positions mutually agreed upon and reflected in Exhibit C.
- 7.3 In the event the City Manager becomes dissatisfied with the performance of any personnel assigned to the City, the City Manager shall discuss the concerns with the DCS Captain. Upon request of the City Manager, the DCS Captain may

transfer or reassign personnel out of the City with the concurrence of the Director of MDPD or designee. The DCS Captain will promptly address concerns expressed by the City Manager regarding performance of SCG personnel pursuant to this agreement.

## ARTICLE VIII

### EMPLOYMENT; AUTHORITY TO ACT

- 8.1 SCGs provide pedestrian and traffic safety assistance to elementary school children in arriving and departing from schools in a safe manner.
- 8.2 The PSS shall be authorized to direct the daily SCG operations in the City; effectuate the City's and MDPD's priorities; manage the delivery of SCG services, and ensure the SCG needs of the concerned school and City are adequately met.

## ARTICLE IX

### CLAIMS

- 9.1 MDC is a political subdivision of the State of Florida and has elected to provide a program to administer and resolve claims that would generally be covered by a contractual insurance carrier, subject to the provisions of Section 768.28, Florida Statutes.
- 9.2 During the term of this Agreement, MDC shall process any and all claims by any parties related to MDC's performance of services specified in this Agreement, subject to the limitations of Section 768.28, Florida Statutes.

## ARTICLE X

### INDEMNIFICATION

- 10.1 To the extent permitted by law and as limited by Section 768.28, Florida Statutes, the City shall defend, indemnify and hold harmless MDC and its officers, employees, or agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, which MDC or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by the City, its employees, officers and agents. MDC shall promptly notify the City of each claim, cooperate with the City in the defense and resolution of each claim and not settle or otherwise dispose of the claim without the City's participation.

- 10.2 To the extent permitted by law and as limited by Section 768.28, Florida Statutes, MDC shall defend, indemnify and hold harmless the City and its officers, employees, or agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by MDC, its employees, officers, and agents. The City shall promptly notify MDC of each claim, cooperate with MDC in the defense and resolution of each claim and not settle or otherwise dispose of the claim without MDC's participation.
- 10.3 The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

## ARTICLE XI

### TERMINATION AND REMEDIES

- 11.1 In the event the City intends to cancel, terminate, and/or independently contract with another provider of SCG Services, the City shall provide written notification of such intent to MDPD at least 45 days prior to the cancellation date. Upon the date of cancellation of this agreement, the City shall incur all costs and liabilities associated with providing a school crossing guard program, an independently contracted SCG program, or failure to provide any such program.
- 11.2 In the event that either party breaches a material term or condition of this Agreement, other than an event of default, the party in breach, upon receipt of a written request from the non-breaching party, shall remedy the breach within 30 days of receipt of the request. If the breach is not cured within the specified time period, the non-breaching party may utilize the remedies of declaratory judgment, specific performance, mandamus or injunctive relief to compel the breaching party to remedy the breach.
- 11.3 The parties reserve all available remedies afforded by law to enforce any term of condition of this Agreement. The parties shall submit to the dispute resolution procedures of Chapter 164, Florida Statutes, prior to the filing of any legal proceeding.

## ARTICLE XII

### OPTION TO RENEW

- 12.1 The parties shall meet no later than June 1, 2012, to negotiate the



terms and conditions of any extension (the "Renewal Term") to the Initial Term listed in Article XIII and shall conclude such negotiations no later than January 31, 2013, in order for both parties to anticipate budgetary considerations for fiscal year range.

- 12.2 In the event that the parties cannot come to a mutual Agreement on the terms and conditions of the Renewal Term, this Agreement shall expire on the date specified in Article XIII.

## ARTICLE XIII

### TERM

This Agreement shall be effective beginning with the first day of the 2010/2011 Academic School year (August 23, 2010) and will expire upon completion of the last day of the 2012/2013 Academic School year, unless terminated earlier as specified in Article XI.

## ARTICLE XIV

### INDEPENDENT CONTRACTORS

MDC, for the purposes of this Agreement, is and shall remain an independent contractor.

## ARTICLE XV

### AUTHORITY TO EXECUTE; NO CONFLICT CREATED

- 15.1 The County Mayor, by execution of this Agreement, represents to the City that he has full power and authority to make and execute this Agreement pursuant to the resolution of the County Commission.
- 15.2 The City Mayor, by the execution of this Agreement, represents to the MDC that the manager has full power and authority to make and execute this Agreement pursuant to the resolution of the City Council.

## ARTICLE XVI

### AMENDMENTS

This Agreement may be modified at any time during the term by mutual written consent of both parties.

## ARTICLE XVII

### NOTICE

All required notices shall be given by first class mail, except that any

notice of termination shall be mailed via U.S. Mail, return receipt requested.  
Notices shall be addressed to the parties at the following addresses:

City: City Mayor  
Juan Carlos Bermudez  
City of Doral  
8300 NW 53 Street  
Doral, Florida 33166

and City Attorney  
Jimmy Morales  
City of Doral  
8300 NW 53 Street  
Doral, Florida 33166

MDC: County Mayor  
Carlos Alvarez  
Miami-Dade County  
Stephen P. Clark Center  
111 NW First Street  
Suite 2910  
Miami, Florida 33128

and Director  
James K. Loftus  
Miami-Dade Police Department  
9105 NW 25 Street  
Miami, Florida 33172

and Office of the County Attorney  
Stephen P. Clark Center  
111 NW First Street  
Suite 2810  
Miami, Florida 33128

#### ARTICLE XVIII

#### NON-ASSIGNABILITY

Neither party shall assign any of the obligations or benefits of this Agreement.

#### ARTICLE XIX

#### ENTIRE AGREEMENT

- 19.1 The parties acknowledge, one to the other, that the terms of this Agreement constitute the entire understanding and Agreement of the parties regarding the subject matter of the Agreement.
- 19.2 The exhibits referred to and annexed to this Agreement are made a part of this Agreement.
- 19.3 If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement.

## ARTICLE XX

### BINDING EFFECT

This Agreement shall insure to the benefit of, and be binding upon, the respective parties' successors.

Signature Page to Follow

ATTEST:

CITY OF DORAL,

A municipal corporation

By: Barbara Herrera  
Barbara Herrera,  
City Clerk

Juan Carlos Bermudez  
Juan Carlos Bermudez,  
Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: Jimmy Morales  
Jimmy Morales  
City Attorney

MIAMI-DADE COUNTY  
A political subdivision of the  
State of Florida  
By its Board of County  
Commissioners:

Carlos Alvarez  
Carlos Alvarez  
County Mayor

ATTEST:

HARVEY RUVIN, CLERK

By \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By \_\_\_\_\_  
County Attorney

## Exhibit A

### MIAMI-DADE POLICE DEPARTMENT UNIFORM AND EQUIPMENT FOR SCHOOL CROSSING GUARD

#### Quantity authorized

|                         | <u>School Crossing Guard</u> | <u>Supervisor</u> |
|-------------------------|------------------------------|-------------------|
| Pair of shoes           | 18                           | 1                 |
| Pairs of long pants (2) | 18                           | 1                 |
| Shirts with patches (5) | 18                           | 1                 |
| Jacket with patches     | 18                           | 1                 |
| Name tag                | 18                           | 1                 |
| Baseball cap            | 18                           |                   |
| Safety vests (2)        | 18                           | 1                 |
| Pair of mesh gloves     | 18                           |                   |
| Whistle                 | 18                           | 1                 |
| Raincoat                | 18                           | 1                 |
| Belt                    | 18                           | 1                 |

**EXHIBIT B**

**THE CITY OF DORAL  
School Crossing Guard Staffing Level**

| <b>Job Classification</b>                    | <b>Quantity</b> |
|--|-----------------|
| <b>Pedestrian Safety Project Coordinator</b> | <b>1</b>        |
| <b>SCG Supervisor</b>                        | <b>1</b>        |
| <b>School Crossing Guard</b>                 | <b>18</b>       |
| <b>Total</b>                                 | <b>20</b>       |

**EXHIBIT C**

**THE CITY OF DORAL  
Minimum Staffing Assignments  
School Crossing Guard Staffing**

| <b>Job Classification</b>                    | <b>Quantity</b> |
|--|-----------------|
| <b>Pedestrian Safety Project Coordinator</b> | <b>1</b>        |
| <b>SCG Supervisor</b>                        | <b>1</b>        |
| <b>School Crossing Guard</b>                 | <b>18</b>       |
| <b>Total</b>                                 | <b>20</b>       |

**EXHIBIT D**  
**The City of Doral School Crossing Guards**  
**Current Estimated Costs**  
**Projected FY 2010-2011**

| <b>Classification</b>                 | <b>#</b>  | <b>Average Cost</b> | <b>Adjustment</b> | <b>Total</b>     |
|---------------------------------------|-----------|---------------------|-------------------|------------------|
| School Crossing Guard                 | 18        | \$ 10,654           |                   | \$191,770        |
| School Crossing Guard Supervisor      | 1         | \$ 53,431           | 38%               | \$20,304 *       |
| Pedestrian Safety Project Coordinator | 1         | \$ 67,113           | 14%               | \$9,396 **       |
| <b>SUB-TOTAL NON-SWORN</b>            | <b>20</b> |                     |                   | <b>\$221,470</b> |
| <b>Vehicles</b>                       |           |                     |                   |                  |
| SCG Supervisor                        | 1         | \$6,529             | 38%               | \$2,481 *        |
| Pedestrian Safety Project Coordinator | 1         | \$6,529             | 14%               | \$914 **         |
| <b>SUB-TOTAL VEHICLES</b>             |           |                     |                   | <b>\$3,395</b>   |
| <b>SUB-TOTAL PERSONNEL</b>            |           |                     |                   | <b>\$224,865</b> |
| (Sworn, Non-Sworn, Vehicles)          |           |                     |                   |                  |
| General Overtime                      |           |                     |                   | \$0 **           |
| <b>SUB-TOTAL (Overtime)</b>           |           |                     |                   | <b>\$0</b>       |
| <b>Subtotal w/ Overtime</b>           |           |                     |                   | <b>\$224,865</b> |
| Contract Support Fee 9.71%            |           |                     |                   | \$21,834         |
| <b>TOTAL</b>                          |           |                     |                   | <b>\$246,699</b> |

\* % of 3 schools in City of Doral vs. 8 Schools Assigned.

\*\* % of 3 schools in City of Doral vs. 21 Schools Assigned

**Personnel costs includes 2% COLA effective last pay period ending September 30, 2011**

Contract Support Fee computed at 9.71%

Personnel Cost include fringe, insurance, and uniform allowance (If Applicable)