

# Memorandum



**Date:** March 1, 2022

**To:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor

**Subject:** Resolution Approving Implementing Order No. 2-15 Regarding Form of Parking Citations

Agenda Item No. 8(G)(1)

**Resolution No. R-202-22**

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached new Implementing Order (IO) 2-15: Form of Parking Citations. The IO, which is required by recent amendments to Chapter 30 of the Miami-Dade County Code (Miami-Dade Parking Ordinance), creates countywide standards for the form of both paper and electronic parking citations consistent with current practice and the requirements of the Clerk of Courts.

## Scope

The scope of this IO is countywide.

## Fiscal Impact/Funding Source

This IO is not expected to have a fiscal impact to the County.

## Track Record/Monitor

The Miami-Dade Police Department and County departments that enforce parking regulations at their facilities, such as Miami-Dade Aviation, Seaport, Transportation and Public Works and Parks, Recreation and Open Spaces Departments will continue to be responsible for complying with the required form of parking citations. Municipalities are authorized to enforce the provisions of the Miami-Dade Parking Ordinance within their municipal boundaries and are required to comply with these requirements as well.

The Clerk of Courts Parking Violations Bureau will continue to be responsible for overseeing and communicating all requirements regarding the form of parking citations, consistent with this IO.

## Delegated Authority

This IO does not provide any additional delegated authority beyond that which is already in the Miami-Dade Parking Ordinance and currently exists for administration of parking. The Miami-Dade Police Department and County departments that enforce parking regulations at their facilities will continue to work with the Clerk of Courts Parking Violations Bureau on the implementation of the updated forms of the parking citations in accordance with the Miami-Dade Parking Ordinance.

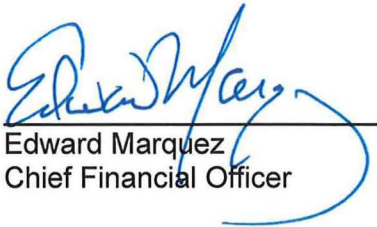
## Background

On July 20, 2021, the Board approved amendments to Chapter 30 of the County Code related to parking enforcement (the Miami-Dade Parking Ordinance) via Ordinance No. 21-75. The Miami-Dade Parking Ordinance provides that the requirements for the form of citations be used for violations of the Miami-Dade Parking Ordinance and established by Implementing Order of the Board. Ordinance No. 21-75 included an implementation delay of six months, thereby making the amendments to Chapter 30 effective on January 20, 2022.

Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners  
Page 2

The attached IO, if approved, fulfills the requirements of the Miami-Dade Parking Ordinance. The IO establishes countywide standards for the form of both paper and electronic parking citations which are consistent with current practice and conform to the requirements of the Clerk of Courts.

Required information on all parking citations will include the citation number; the nature of the violation; the jurisdiction, date and time of the violation; the name, title and signature of the enforcement officer; and identifying information for the vehicle. Additionally, the citation must advise violators of the deadline to make payment or to request a hearing; inform violators how payment can be made on the parking citation; and inform violators of the means by which a hearing may be requested.



Edward Marquez  
Chief Financial Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**DATE:** March 1, 2022

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(G)(1)

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 \_\_\_\_, 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) \_\_\_\_, or 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. 8(G)(1)  
3-1-22

RESOLUTION NO. \_\_\_\_\_ R-202-22

RESOLUTION CREATING AND APPROVING  
IMPLEMENTING ORDER NO. 2-15 RELATING TO FORM OF  
PARKING CITATIONS

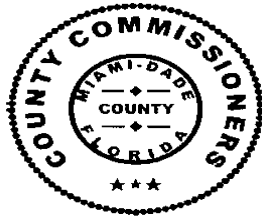
**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum and implementing order, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board approves the attached Implementing Order (“IO”) No. 2-15, in substantially the form attached to the accompanying memorandum, created for the purpose of establishing standards for the form of both paper and electronic parking citations to be used by law enforcement agencies and parking enforcement specialists countywide.

The foregoing resolution was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Oliver G. Gilbert, III** and upon being put to a vote, the vote was as follows:

	Jose “Pepe” Diaz, Chairman	<b>aye</b>	
	Oliver G. Gilbert, III, Vice-Chairman	<b>aye</b>	
Sen. René García	<b>aye</b>	Keon Hardemon	<b>aye</b>
Sally A. Heyman	<b>absent</b>	Danielle Cohen Higgins	<b>aye</b>
Eileen Higgins	<b>aye</b>	Joe A. Martinez	<b>aye</b>
Kionne L. McGhee	<b>aye</b>	Jean Monestime	<b>aye</b>
Raquel A. Regalado	<b>aye</b>	Rebeca Sosa	<b>aye</b>
Sen. Javier D. Souto	<b>absent</b>		

The Chairperson thereupon declared this resolution duly passed and adopted this 1<sup>st</sup> day of March, 2022. 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

HARVEY RUVIN, CLERK

**Basia Pruna**

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

Approved by County Attorney as  
to form and legal sufficiency.

A handwritten signature in black ink, consisting of the letters "MRP" in a stylized, cursive font, positioned above a horizontal line.

Monica Rizo Perez

**I.O. No.:** 2-15  
**Ordered:**  
**Effective:**

MIAMI-DADE COUNTY  
IMPLEMENTING ORDER

FORM OF PARKING CITATIONS

**AUTHORITY:**

The Miami-Dade County Home Rule Charter, including, among others, Sections 1.01, 2.02(A), 5.01 and 5.03, and Chapter 30 of the Code of Miami-Dade County.

**POLICY:**

It is the policy of Miami-Dade County that all parking citations issued by all law enforcement officers and parking enforcement specialists of the County and of all municipalities enforcing the Miami-Dade County Parking Code comply with the requirements of the Clerk of Courts with respect to form and transmission and with the standards set forth herein.

**FORM OF PARKING CITATIONS:**

- (1) All citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists will include a citation number that has been assigned and issued by the Clerk of Courts.
- (2) All paper citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists must conform to the universal size and format required by the Clerk of Courts.
- (3) Electronic citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists must conform to the Clerk of Courts' technical specifications. Each enforcement agency shall consult and coordinate with the Clerk of Courts to ensure technical conformity.
- (4) All parking citations must:
  - a) Set forth the specific parking regulation or regulations, including by reference and identification to the section of the Miami-Dade County Parking Code, that is being violated.
  - b) Set forth the amount of the fine associated with the violation or violations of the Miami-Dade County Parking Code, including the fine amount if payment is not received within 30 days.
  - c) Set forth the jurisdiction, date and time of the violation. For citations that are to

be mailed to the registered owner of the vehicle, an additional date, titled "Parking Citation Date" shall be included on the parking citation and such Parking Citation Date shall be a date that is 5 days from the date of the violation to account for the mailing time.

- d) Include the name, title and signature of the enforcement officer.
- e) Include identifying information for the vehicle including license plate number and state (or VIN number for vehicles with temporary, out of state or no license plate), tag expiration date, decal number and vehicle make, model and color.
- f) Advise violators that, for violations of the Miami-Dade Parking Code, the deadline to make payment or to request a hearing before a hearing officer is: (1) for citations issued directly to drivers or attached to vehicles, 30 days from the date of the violation noted on the parking citation; and (2) for citations mailed to the registered owner of the vehicle, 30 days from the Parking Citation Date noted on the parking citation.
- g) Inform violators of the means and locations by which payment can be made, which may include, but is not limited to, payment by cash, check, credit card or other electronic means, and at in-person locations, by mail or by electronic means. Citations for violations of the Miami-Dade County Parking Code shall include the requirement that all payments for violations of the Miami-Dade County Parking Code be made to the Clerk of Court.
- h) Inform violators of the means by which a hearing before a hearing officer may be requested. Citations for violations of the Miami-Dade Parking Code shall include the requirement that all requests for a hearing before a hearing officer must be made directly to the Clerk of Courts.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Mayor