

Internal Services Department Rates

ISD Insurance Rates

ISD Insurance Rates and Allocations (several subobjects)

Operating insurance coverage, including workers' compensation (01115), general liability (23210), auto liability (26065), police professional (23230) and property insurance (23410) are provided through the Internal Services Department (ISD). Departments that purchase insurance or participate in self-insurance programs will receive individual estimated costs for FY 2020-21.

The total allocation charges are based upon historical claims activities, operational exposures and anticipated future liabilities. In the FY 2020-21 budget, allocations to specific departments/agencies will be based on an established underwriting methodology. This underwriting methodology is exposure-based, and uses a weighted system set on solid underwriting principles. The allocation underwriting based exposures are as follows:

Workers compensation based on payroll, and Long-Term Liability Fund Reserve¹

General liability based on BCC approved FY 2019-20 operating budget²

Auto liability based on vehicle count, modified by type of equipment^{2 3}

¹ Due to recommendations of the County's external auditors and actuaries retained by the County and actuaries retained by the auditor, the County will be establishing a special fund reserve to reduce the workers' compensation long term debt. Please Note: The Worker's Compensation allocations will be based on the Countywide underwriting formula.

² Water and Sewer, Transportation and Public Works (Transit Portion), Public Housing and Community Development, and Aviation Departments will be charged on Actual cost and the administrative charge of 1.5 percent will be charged based on current year liability expenses.

³ Vehicles are defined as equipment that traverse roadways and are subject to registration (tag) with the Florida Department of Transportation.

For budget preparation, departments/agencies may wish to internally distribute the allocations for Workers' Compensation and General Liability on a budgeted position basis and the Auto Liability on a per vehicle basis. The ISD, Risk Management Division, in conjunction with the Office of Management and Budget (OMB) can, at the department's request, conduct informational meetings to explain the underwriting methodology in use.

The allocation for Police Professional Liability for FY 2020-21, will be as follows:

Professional Liability Insurance Rates			
Subobject	Service	Rate	Department
23230	Police Professional Liability	\$1,160,536	Miami-Dade Police Department
23230	Police Professional Liability	\$839,464	Miami-Dade Corrections and Rehabilitation

Rental vehicles: The County has a countywide vehicle rental program available to all departments/agencies. Departments/agencies need to budget for rental vehicle insurance costs based on monthly anticipated usage at a rate of \$73.21/month/vehicle. Please note that this rate is subject to change.

Property Insurance

Departments owning property will be charged their proportionate share of Property Insurance coverage. The amount of Property Insurance billed to each Department will be based on the percentage value of the Department's times the total cost of the insurance for all properties insured. The total cost of insurance is determined by the market in April of each year. Departments will receive a detailed breakdown of the premium from the Property and Casualty Manager after April 2020.

Any questions or concerns related to departmental allocations for the above stated projects should be directed to Baunie J. McConnell, Division Director of Risk Management, ISD 305-375-4281.

DEPARTMENT	Workers' Compensation FY 2020-21	General Liability FY 2020-21	Auto Liability FY 2020-21
1 ADMINISTRATIVE OFFICE OF THE COURTS	\$513,167	\$11,436	\$2,306
2 ANIMAL SERVICES	476,098	17,404	31,494
3 AUDIT AND MANAGEMENT SERVICES	115,254	1,190	-
4 AVIATION	3,573,266	-	-
5 BOARD OF COUNTY COMMISSIONERS	538,130	6,010	18,448
6 CITIZENS' INDEPENDENT TRANSPORTION TRUST	41,828	1,035	-
7 CLERK OF THE COURTS	1,967,959	36,077	11,201
8 COMMISSION ON ETHICS & PUBLIC TRUST	60,512	636	659
9 COMMUNICATIONS	372,662	7,030	2,635
10 COMMUNITY ACTION & HUMAN SERVICES	1,303,223	73,191	61,571
11 CORRECTIONS & REHABILITATION	11,606,442	229,514	198,254
12 COUNTY ATTORNEY'S OFFICE	713,694	6,805	-
13 CULTURAL AFFAIRS	276,361	19,105	5,271
14 ELECTIONS	586,935	15,787	8,346
15 FINANCE	924,142	12,605	-
16 FIRE RESCUE	14,894,007	322,930	516,938
17 HOMELESS TRUST	58,298	26,673	-
18 HUMAN RESOURCES	329,593	3,457	-
19 INFORMATION TECHNOLOGY	3,226,398	76,572	48,361
20 INSPECTOR GENERAL	165,434	2,426	-
21 INTERNAL SERVICES	2,366,557	150,259	312,238
22 JUVENILE SERVICES	232,922	8,718	1,318
23 LAW LIBRARY	6,675	177	-
24 LEGAL AID	100,864	1,579	-
25 LIBRARY	1,014,708	29,620	28,858
26 MEDICAL EXAMINER	265,057	5,224	5,271
27 MIAMI-DADE ECONOMIC ADVOCACY TRUST	54,876	1,739	-
28 MIAMI-DADE POLICE	21,862,908	395,646	4,359,341
29 DTPW - TRANSIT	11,671,299	-	-
30 DTPW - PUBLIC WORKS	652,970	22,747	40,202
31 OFFICE OF MANAGEMENT & BUDGET	230,507	9,457	-
32 OFFICE OF THE MAYOR	101,602	1,164	-
33 PARKS, RECREATION & OPEN SPACES	3,360,391	193,462	360,863
34 PROPERTY APPRAISER	1,007,128	16,106	14,495
35 PUBLIC DEFENDER	-	905	1,977
36 PUBLIC HOUSING & COMM. DEV.	1,218,460	-	-
37 REGULATORY AND ECONOMIC RESOURCES	2,605,249	38,113	178,883
38 SEAPORT	959,664	85,379	66,019
39 SOLID WASTE MANAGEMENT	2,889,615	166,776	892,438
40 STATE ATTORNEY'S OFFICE	45,048	1,694	32,614
41 TRANSPORTATION PLANNING ORGANIZATION	97,610	1,354	-
42 WATER AND SEWER	7,512,490	-	-
Total:	\$ 100,000,000	\$ 2,000,000	\$ 7,200,000

Fleet Operating and Vehicle Replacement Charges

Fleet Operational Charges (several sub-objects)

Fleet operations charges are broken down between heavy (trucks and one-ton pickups) and light (cars, vans, and up to ¾ ton pickups) equipment. Departments can access their monthly Fleet charges summarized by expense category through the ISD Fleet Management Reporting Portal at:

<http://ssrs2008.miamidade.gov/Reports/Pages/Folder.aspx?ItemPath=%2fSSRS+Intranet%2fISD%2fReports%2fISD+Customer+Reports%2fMiami+Dade+County+ISD+Fleet+Reporting+Portal%2fFleet+Focus+M5%2fBilling&ViewMode=List>

Rates: Current operational fleet rates are shown in the table below. Total charges to departments will vary according to vehicle service needs; please see tables on the following pages.

Important

Please note that operational rates are determined during the budget development cycle. Final rates for FY 2020-21 will be published on the ISD Fleet Management website, once the FY 2020-21 budget is adopted.

FY 2020-21 Fleet Operational Rates		
Item	Heavy Equipment	Light Equipment
Labor	\$ 73.00/hour	\$ 79.00/hour
* Work performed on Overtime or on County Holidays will be billed at the appropriate 1.5 and 2 (hr.) multiplier		
Commercial Repairs	Cost + 20% markup over invoice	Cost + 25% markup over invoice
Parts	Cost + 20% markup over invoice	Cost + 25% markup over invoice
Fuel	Cost + \$ 0.15 surcharge per gallon	
Misc. Charges	Overdue PM fees for light equipment: 0–499 miles past due: No penalty fee 500-750 miles past due: \$ 50 penalty 750+ miles past due: \$ 100 penalty Vehicle storage fee: \$10 per day will be charged if vehicles are not picked up ONE WEEK after the posted ready date	

FY 2020-21 Fleet Operational Rates (cont'd)			
Item	Heavy Equipment	Light Equipment	
Pool/Loaner Vehicles	Sedan / Pickup / Cargo Van	\$ 0.47 / mile + \$1.75 / hour	
	Passenger Van (7 & 15)	\$ 0.47 / mile + \$ 2.75 / hour	
	Hybrid Sedan	\$ 0.47 / mile + \$ 3.00 / hour	
	Wheelchair Equipped Pass. Van	\$ 0.47 / mile + \$ 4.50 / hour	
Vehicle		<u>Preparation</u>	<u>Disposal</u>
	General Fleet Vehicle	\$1,035.26	\$172.00
Preparation & Disposal	General Fire Vehicle	\$ 986.11	\$193.90
	Marked Police Cruiser	\$1,081.96	\$377.25
Charges	Marked Corrections Cruiser	\$1,081.96	\$362.65
	Marked Police Motorcycle	\$ 409.25	\$174.10

Important

Please note that vehicle preparation and disposal charges are determined during the budget development cycle. Final rates for FY 2020-21 will be published on the ISD Fleet Management website once the FY 2020-21 budget is adopted.

Fleet Management charges for its services under the following subobject codes shown in the table below:

Fleet Management Services Subobject Codes		
<i>Description</i>	<i>Subobject Code</i>	
	<i>Light</i>	<i>Heavy</i>
Operating Charges:		
Fuel	26060	26070
Pool Vehicle Mileage	26062	N/A
Labor	26066	26072
Fluids/Parts	26063	26073
Commercial Repairs	26064	26074
Accident, Abuse, Modification	26068	26068
Vehicle Trust Fund Charges:		
Pool Vehicle Hourly Charges	26077	N/A
Preparation for Vehicle Disposal	26078	26078
Preparation for New Vehicle	26079	26079

Important

The following chart details actual operational fleet charges for FY 2018-19 and are being provided only as a guide.

FY 2018-19 Actual Operational Fleet Charges

Departments	Light Fuel 26060	Heavy Fuel 26070	Pool Vehicle Mileage 26062	Light Repairs 1	Heavy Repairs 1	ACIABMOD 26068	Total
AD ANIMAL SERVICES DEPARTMENT	108,428	2,984	3,208	155,958	20,214	19,668	310,460
AVIATION DEPARTMENT	491,736	153,995	-	4,289	2,239	-	652,258
AT COUNTY ATTORNEY	983	-	269	-	-	-	1,252
BU MANAGEMENT AND BUDGET	-	-	6,150	-	-	-	6,150
CC COUNTY COMMISSION	29,570	594	4,832	48,981	5,661	4,667	94,305
CD HOUSING AND COMMUNITY DEVELOPMENT	-	-	-	-	-	-	-
CL CLERK OF COURT	10,133	-	1,551	17,095	367	5,580	34,725
CO COMMUNITY ACTION & HUMAN SERVICES	57,766	79,225	54,039	87,686	220,245	11,942	510,903
CR CORRECTIONS & REHABILITATION	322,512	58,988	3,740	426,994	185,354	77,737	1,075,325
CT COMMUNICATIONS	1,149	-	1,025	1,696	-	-	3,870
CU CULTURAL AFFAIRS	7,896	-	3,173	3,815	-	4,362	19,245
EC COMMISSION ON ETHICS AND PUBLIC TRUST	330	-	-	525	-	-	854
EL ELECTIONS	30,308	763	59	5,223	1,069	71	37,492
ET INFORMATION TECHNOLOGY DEPARTMENT	85,635	788	22,550	134,157	3,702	12,351	259,183
FN FINANCE DEPARTMENT	-	-	41,819	-	-	-	41,819
FR FIRE DEPARTMENT	269,652	548,411	273	741,898	352,058	135,570	2,047,862
GG GENERAL GOVERNMENT	-	-	225	-	-	-	225
HR HUMAN RESOURCES	-	-	795	-	-	-	795
HT HOMELESS TRUST	-	-	1,315	-	-	-	1,315
HU HURRICANE RECOVERY	-	469	-	-	-	-	469
ID INTERNAL SERVICES DEPARTMENT	149,478	10,597	45,880	197,208	41,001	11,564	455,728
IU JUVENILE ASSESSMENT CENTER (JAC)	902	-	36,436	261	-	-	37,599
LB LIBRARIES	32,792	44,462	14,884	23,138	152,917	27,446	295,640
MA OFFICE OF THE MAYOR	-	-	3,716	-	-	-	3,716
ME MEDICAL EXAMINER	16,681	-	148	15,761	-	-	32,589
MM MIAMI-DADE ECONOMIC ADVOCACY TRUST	-	-	2,573	-	-	-	2,573
MP METROPOLITAN PLANNING ORGANIZATION	-	-	1,784	7	-	-	1,791
MT DEPT OF TRANSPORTATION & PUBLIC WORKS FY16	266,827	1,597,249	133,794	785,448	3,148,090	112,874	6,044,282
ND NON-DEPARTMENT	-	-	-	340,882	-	-	340,882
OC ADMINISTRATIVE OFFICE OF THE COURTS	3,488	-	7,648	6,307	-	59	17,502
PA PROPERTY APPRAISER	17,356	-	3,576	19,173	-	10,732	50,837
PD METRO-DADE POLICE DEPARTMENT	7,089,542	70,444	4,536	7,150,292	430,949	1,071,026	15,816,789
PE REGULATORY & ECONOMIC RESOURCES	279,747	-	5,375	375,574	280	80,091	741,067
PR PARKS, RECREATION AND OPEN SPACES	781,171	228,135	49,871	1,000,658	752,045	72,978	2,884,858
PU PUBLIC DEFENDER	332	-	-	1,737	-	1,101	3,170
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT	202,954	4,561	19,789	405,307	67,599	-	700,210
SA STATE ATTORNEY OFFICE	73,398	413	93	82,971	3,797	24,815	185,486
SP SEAPORT	148,170	11,993	17,556	294,313	134,511	12,559	619,101
SW SOLID WASTE MANAGEMENT	417,161	6,012,021	38,614	695,610	24,885,796	231,441	32,280,644
WATER AND SEWER DEPARTMENT	1,683,374	1,539,074	446	1,546,909	502,155	-	5,271,957
Grand Total	12,579,469	10,365,167	531,741	14,569,872	30,910,048	1,928,633	70,884,929

1) Repair values include total charges for parts, labor, and outsourced work for the following subject codes: 26063, 26064, 26066, 26072, 26073, 26074.

Fuel Costs

The below table denotes the actual fuel usage by department for FY 2016-17 vs FY 2018-19. Additionally, as part of the recent BCC legislation (182156) concerning “Fuel Reduction Targets”, all County departments are to help achieve the following reduction goals which will be benchmarked from FY 16/17 fuel consumption levels.

Target Year: 2028 Reduction Goal: Unleaded Reduction by -20%

Diesel Reduction by -70%

The average fuel price per gallon charged to departments in FY 2018-19 is also shown below and is being provided as a guide.

Rates: Unleaded (E10): \$ \$2.15 per gallon

Diesel (B5): \$2.45 per gallon

FY 16/17 vs. FY 18/19 Fuel Consumption Gallons by Department								
Departments	FY 16/17 Diesel Qty	FY 18/19 Diesel Qty	Diesel Variance	% from Base year	FY 16/17 Unleaded Qty	FY 18/19 Unleaded Qty	Unleaded Variance	% from Base year
ADMIN OFC OF COURTS	-	-	-	0%	1,328	1,515	187	14%
ANIMAL SERVICES	9,267	9,718	451	5%	30,792	37,132	6,340	21%
AVIATION DEPARTMENT	72,031	60,495	(11,536)	-16%	189,109	212,771	23,662	13%
CAHSD	34,279	28,755	(5,524)	-16%	26,324	26,614	290	1%
CLERK OF COURTS	-	-	-	0%	4,415	4,358	(57)	-1%
COMMON ETHICS	-	-	-	0%	253	143	(110)	-43%
COMMUNICATIONS	-	-	-	0%	528	506	(22)	-4%
CORRECTIONS AND REHA	30,365	23,768	(6,597)	-22%	117,153	137,783	20,630	18%
COUNTY ATTORNEY OFFC	-	-	-	0%	649	424	(225)	-35%
COUNTY COMMISSION	844	263	(581)	-69%	11,584	11,843	259	2%
DEPT CULTURAL AFFRS	-	-	-	0%	1,662	3,384	1,721	104%
ELECTIONS DEPARTMENT	8,358	6,349	(2,009)	-24%	5,647	5,487	(161)	-3%
FIRE RESCUE	943,367	636,146	(307,221)	-33%	122,167	136,929	14,763	12%
FM POOL VEHs	2,118	1,743	(375)	-18%	74,009	72,318	(1,691)	-2%
INTERNAL SERVICES	4,108	4,287	179	4%	54,201	64,929	10,728	20%
ISD FLEET MANAGEMENT	29,766	27,821	(1,945)	-7%	8,810	8,062	(748)	-8%
ITD	433	269	(165)	-38%	40,382	36,910	(3,473)	-9%
LIBRARIES	17,880	16,930	(951)	-5%	14,862	14,111	(751)	-5%
MEDICAL EXAMINER	-	-	-	0%	6,869	7,240	371	5%
METR. PLANNING ORG	-	-	-	0%	54	-	(54)	-100%
MIAMI DADE POLICE	36,509	64,899	28,391	78%	2,748,011	3,015,185	267,174	10%
PHCD	1,773	2,397	625	35%	87,044	97,365	10,322	12%
PROPERTY APPRAISER	-	-	-	0%	6,650	7,681	1,031	15%
PROS	118,581	106,752	(11,829)	-10%	294,328	296,072	1,744	1%
RER	-	-	-	0%	113,303	120,330	7,027	6%
SEAPORT	7,867	6,206	(1,662)	-21%	50,494	59,186	8,693	17%
SOLID WASTE - PUBLICWORKS	52	70	18	36%	23,538	29,889	6,351	27%
SOLID WASTE COLLECTION	1,424,016	1,449,578	25,561	2%	110,214	129,415	19,201	17%
SOLID WASTE DISPOSAL	748,984	782,842	33,858	5%	45,261	41,031	(4,230)	-9%
STATE ATTORNEY	205	155	(50)	-24%	29,036	31,516	2,480	9%
TRANSPORTATION & PUBLICWORKS	9,594,112	6,625,215	(2,968,897)	-31%	117,465	392,803	275,337	234%
WATER AND SEWER	597,658	647,054	49,396	8%	569,762	664,337	94,575	17%

Strategic Fleet Replacement Program

A structured and strategic vehicle replacement program has been developed to replace County vehicles in the most cost-effective way available. In consultation with the Office of Management and Budget, as part of the budget development process departments will determine if future vehicle purchases will be based on a traditional (pay-as-you-go) purchase or via capital financing. All vehicle purchase proposals must be submitted as part of the budget submission via the updated "Vehicle Request Form" by all County Departments which can be downloaded via the following link:

<http://intra.miamidade.gov/internalservices/vehicle-purchase.asp>

Any questions or concerns regarding vehicle replacement should be directed to Alex Alfonso, ISD Fleet Management Division Director at 305-375-3110.

Real Estate Services

Lease Management Services (subobject 25511)

Lease management services are provided to all County departments that lease space. Services include locating space, negotiating and preparing lease contracts, processing contracts for BCC approval, overseeing design, and construction of lease build-outs, and processing the monthly lease payments.

Rate: Fee for services is five (5) percent of annual lease payments. Where no lease payments or nominal lease payments are involved, departments will be charged for staff time spent on processing the lease agreement.

Real Property Disposal Services

The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, and conducting contract closings.

Rate: Fee for services is based on the greatest of ten (10) percent of the sale price or \$5,000. If a property is sold for less than \$5,000, the full amount of the sale will serve as the service fee to the Division. If the property is sold/conveyed for nominal value or sold through a land exchange, departments will be charged for staff time spent on processing the land sale/conveyance. Real property transferred from ISD to other County agencies will be charged a processing fee equal to ten (10) percent of the property's assessed market value as determined by the Property Appraiser, capped at \$5,000, but not less than \$1,000.

Real Property Acquisition Services

The acquisition of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites, conducting site planning activities, securing necessary surveys, negotiating and preparing contracts, and other legal obligations required thereof. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use.

Rate: Fee for services is based on staff time spent on the project.

Real Estate Development

The development of real property for County departments includes identifying and analyzing potential County and non-County sites, conducting site planning activities, securing necessary surveys, negotiating and preparing contracts, and other legal obligations required.

Rate: Fee for services is based on the greater of a negotiated percentage of annual lease payments or staff time spent on the project.

Other Real Estate Services

The Real Estate Development Division is also responsible for many other miscellaneous real estate functions such as administering the appraisal selection process, soliciting title services, preparing easements, permits, and other legal documents. Charges for these services are based upon the staff time spent on the project.

Rate: Fee for services is based upon staff time spent and actual expenses incurred by ISD.

Note- Staff time is based on the hourly rate of the project manager, times a 2.6 multiplier to cover operating and administrative expenses. Fifty percent of any real estate commissions paid to a licensed real estate broker for any transaction will be kept by ISD and deducted from the amount owed to ISD from the Department.

ISD Business Supplies and Miscellaneous Services

Mail Services (subobject 26051)

U.S. mail will be charged on a monthly basis as a journal entry to FAMIS. Non-FAMIS departments will receive invoices for charges. Requested non-scheduled deliveries will be charged for actual personnel and vehicle operation costs of service.

Rate: U.S. Mail - \$0.55 per normal First-Class piece, assess monthly*

***This rate may be adjusted during the fiscal year should the U.S. Postal Service approve different rates.**

Graphics and Copy Service (subobject 26050)

All presswork, typesetting, and graphic design services are individually priced based on actual job costs.

Rates: Graphic design projects are individually priced
Quick Copy Charges - \$0.032 per impression (black and white)
Greater than 5,000 impressions - \$0.029 per impression (black and white)
Ad hoc, custom, and/or unique print projects are individually priced prior to print production as rates vary.
Graphics and signage improvements \$135.00 per hour.

Business Supplies (subobject 47011)

Stability in general merchandise pricing is expected to continue.

Rates: Departments are advised to budget consistent with current spending levels

Moving Crew

Service includes a two-man crew, equipment, and supervision necessary to perform most moving needs.

Rates: \$110.00 per hour

Asset Management Fee

Departments are assessed an asset management fee based on the number of assets assigned to each department at the time the annual inventory process is initiated.

Rate: \$4.00 per asset in Fixed Assets System

Auction Services

ISD provides auction services of disposition of surplus assets on behalf of County departments and various municipalities. Twenty percent of the final sale price of auctioned items is retained by ISD for management and oversight of our auctions. Eighty percent of the final sale price is returned to the originating department or municipality upon completion of the auction.

Facilities and Infrastructure Management Services

ISD Service Tickets/Work Orders/Capital Projects

County departments must use the ISD Work Order and Service Ticket system through the following ISD Divisions:

- Infrastructure and design for ISD facilities as well as support for Departments with limited resources.
- Facilities and Infrastructure Management Division (FIMD) – Renovation Services Section (RSS) for repairs, preventive maintenance requests, renovation and construction repair work to be performed at ISD facilities and other County facilities.
- Policy & Legislation - Printing and Graphics Section for graphics and signage improvements.

Departments are encouraged to determine their needs or request assistance from ISD with estimating costs for projects that will be initiated during the next fiscal year. All initial Service Requests may be made online through the Intranet at <http://intra.miamidade.gov> and click on Online Services – Internal Services - ISD Work-Order/Service Ticket link.

Billing for all work occurs on a monthly basis.

Service Tickets (subobject 26028) - up to \$25,000

Departments should initiate service tickets for work such as interior remodeling, plumbing, electrical and air conditioning repairs and preventive maintenance, carpentry, painting, signage, furniture acquisition, and office redesign. A service ticket should also be used to request preliminary estimates for larger projects and to repair minor damages caused by tropical cyclones such as hurricanes.

Fees for services provided are based on staff hours worked and are billed per the Trade Shops Renovations Services established rates (please refer to that section for details).

Work Orders (subject 26040)

Work orders are initiated for larger projects, such as major repairs and renovations, office redesigns or relocations, and roof replacements. These projects require OMB approval and are expected to cost more than \$25,000. Departments must secure adequate funding and budget approval before work begins.

Project management fees for services provided are billed to the requestor's index code monthly. Program Management Office (PMO) charges are based on actual staff time and employee cost, plus distributed overhead costs.

Capital Projects

Capital projects are designated by the User Agency, OMB, and the OMB Capital Coordinator. Facilities and Infrastructure Management Division's project management staff provides construction administration and charges are billed to the specific user agency's index codes monthly based on the project's billing model (See work order fee structure).

Monthly Parking (subject 31320)

All County vehicles that park in County facilities will be charged a monthly fee.

Rate: \$45.00 per County vehicle per month. Departments may use the following formula for budgeting expenditures: Number of County vehicles x \$45.00 x 12 months

Monthly parking rates for non-County vehicles and additional parking-related information may be found at www.miamidade.gov/facilities/parking-facilities.asp

Daily Parking

Daily parking includes County vehicles and/or downtown business visits with personal vehicles.

Parking validation will be available to customers in the form of eNet validation for all ISD managed Parking Locations. Departments will be able to purchase eNet validation credits by having an authorized representative provide a credit account via memo, with the index code to the ISD Parking Manager (estimated time of implementation for eNet Validation System December 2020).

Rate: \$10.00 per validation (sold in increments of 100)

Validation Stickers

Departments may purchase parking validation stickers for the following non-automated parking locations:

Civic Center Jury Lot
Kristi House Lot

Stickers should be attached to the parking ticket and given to cashier.

Tip:

Failure to submit a validation sticker to the cashier when payment is due will require payment of the full parking ticket rate

Facility After-Hours Charges

Departments that anticipate using ISD-managed buildings outside of normal operating hours should budget to cover the additional utilities, security, janitorial, and building labor expenses associated with making the building available during such periods. For courts and other facilities, additional charges may be applied for additional security needs.

Rates: Varies according to building

After Hour Charges by Facility	
Building	After-Hour Charge (per hour)
Caleb Center	\$60.00
Children’s Courthouse	\$60.00
Central Support Facility	\$60.00
Coordinated Victims Assistance Center	\$55.00
Coral Gables Courthouse	\$60.00
Courthouse Center	\$60.00
Cultural Center	\$60.00
Data Processing Center	\$60.00
Dade County Courthouse	\$60.00
E.R. Graham Building	\$60.00
Elections/311 Building	\$60.00
Hialeah Branch Courthouse	\$60.00
Hickman Building	\$60.00
Integrated Command Facility	\$60.00
Miami-Dade Flagler Building	\$70.00
North Dade Justice Center	\$60.00
Overtown Transit Village – North & South	\$65.00
Public Defender Building	\$60.00
Richard E. Gerstein Building	\$70.00
South Dade Government Center	\$60.00
South Dade Justice Center	\$60.00
Stephen P. Clark Center (Floors 1 -17)	\$145.00
Stephen P. Clark Center (Floors 18-29)	\$160.00
West Dade Permitting & Inspection Center	\$60.00
West Lot Garage Facility	\$60.00

Rent Roll

The rent roll for county departments is based on the rentable square footage allocation within a facility.

Rates: Varies according to department usage of space; updated list will be provided by ISD and OMB in a separate document

Additional or Miscellaneous Services

These are services requested by tenants that are not included in customary building management services, such as additional cleaning, additional security, moving of items within the building, labor for special event setups, and other miscellaneous requests.

County Labor Rates: Regular hours at \$50.00 and \$75.00 per hour on overtime

Other Outside Contracted Services: Will bill at the contractor’s rate plus 10% fee

Trade Shop Renovation Services

These are services requested from ISD Trade Shops by various departments through work orders and services tickets. The following labor and material rates apply.

TRADE	Labor Rate (Hourly)
CARPENTER	\$ 85.00
CARPENTER SUPERVISOR	\$ 95.00
ELECTRICIAN	\$ 85.00
ELECTRICIAN SUPERVISOR	\$ 95.00
EEE TECHNICIAN	\$ 85.00
LOCKSMITH	\$ 85.00
MAINTENANCE MECHANIC	\$ 65.00
MAINTENANCE SUPERVISOR	\$ 95.00
MANAGER ISD RENOVATION SERVICES	\$ 135.00
MASON	\$ 85.00
PLUMBER	\$ 85.00
PLUMBER SUPERVISOR	\$ 95.00
REF/AC MECHANIC	\$ 85.00
REF/AC MECHANIC SUPERVISOR	\$ 95.00
SPRAY PAINTER / PAINTER	\$ 85.00
MATERIALS AND CONTRACT INVOICES	10% OVER INVOICE

Pest Management (subobject 22340)

Funding for the program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the ISD, Strategic Procurement Division (SPD).

Rates: Varies among departments utilizing service

DEPARTMENT	FY 2020-21 BUDGETED COST
Aviation	\$55,569
Community Action and Human Services	\$3,529
Corrections and Rehabilitation	\$9,413
Cultural Affairs	\$819
Fire Rescue	\$4,673
Internal Services	\$19,917
Library	\$2,641
Parks, Recreation and Open Spaces	\$13,931
Miami-Dade Police	\$2,148
Public Housing	\$2,019
Seaport	\$2,148
Solid Waste Management	\$3,359
Regulatory and Economic Resources	\$1,365
Department of Transportation and Public Works	\$32,609
Vizcaya Museum	\$235
Water and Sewer	\$16,953

Electrical Energy

Each department can retrieve its electrical cost projections for the fiscal year through the EnergyCAP interface at <http://ecapprd.miamidade.gov/energycap/>. Please contact 305-375-1814 for access to the system, or to review FPL rate change projections. Departments will need to adjust both budgeted and projected costs based on planned expansions and contractions to their electrical usage. The table below reflects charges to each department for the management of the EnergyCAP system, an automated billing and account management system for utilities, and is based on the number of FPL accounts per department and associated costs such as personnel, software, vendor support, and IT costs.

<u>Department</u>	<u>Total</u>
Animal Services	\$605
Aviation	\$36,532
Community Action and Human Services	\$7,488
Corrections and Rehabilitation	\$3,313
Cultural Affairs	\$1,209
Fire Rescue	\$4,362
General Govt. Offices	\$315
Information Technology	\$315
Internal Services	\$12,358
Library	\$4,639
Parks, Recreation and Open Spaces	\$68,740
Miami-Dade Police	\$2,076
Public Housing and Community Development	\$123,964
Regulatory and Economic Resources	\$118
State Attorney	\$1,143
Seaport	\$9,386
Solid Waste Management	\$2,102
Transportation and Public Works	\$39,444
Water and Sewer	\$56,288

Note: ISD is currently working with other departments and the Water and Sewer Department to add water consumption to the EnergyCAP program as well as Natural Gas. This will provide departments with an overall view of their utilities cost and consumption from one interface. These additions will require the purchase of licenses for the added devices and use as well as increased software costs. As departments join this enhanced program they will be charged for their licenses and prorated software costs, in addition to the costs in the above table. Departments are encouraged to add a contingency for these additional costs.

Backup/ Emergency Generator Support

On-site electric power generators provide auxiliary prime and back-up power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a Service Level Agreement (SLA) for each unit, for a fixed monthly fee. Agreements are available on a weekly, bi-weekly, or monthly basis. Emergency and other unscheduled repairs are charged based on time and materials to include the cost of parts, supplies, vendor cost and other materials to cover administrative, procurement, and delivery costs.

Generators serviced by the ISD/FIMD Generator Section are billed based on the service level requested by each department. The standard plan provides for monthly generator PM service, the Gold Plan provides bi-weekly PM service, and the Platinum Plan provides for weekly generator PM service. The table below reflects service level agreements established by department. Equipment added by individual departments during the fiscal year will be billed at the prevailing rate and will add to the total noted in the table below.

Department	Weekly	Bi-Weekly	Monthly	Total
Corrections and Rehabilitation	15	0	0	\$134,054
Information Technology	4	0	16	\$68,746
Community Action and Human Services	0	4	0	\$17,874
Library	0	1	0	\$4,469
Transportation and Public Works	4	57	0	\$67,026
Internal Services	031	127	012	\$422,394
Miami-Dade Police	1	0	14	\$37,810
Parks, Recreation and Open Spaces	0	0	10	\$20,624
Solid Waste Management	0	15	0	\$67,019
Public Housing and Community Development	0	25	0	\$111,712

Rates: Not covered in SLA
 ISD service technician (Regular time): \$ 80/hour
 ISD service technician (Overtime): \$ 120/hour
 Outside contractors (Regular time): \$ Invoice amount plus 10%
 Outside contractors (Overtime): \$ Invoice amount plus 10%

Important: **ISD is not responsible for refueling generator tanks. This responsibility rests with the owner/operator managing the facility.**

Elevator Maintenance Management and Services

The Office of Elevator Safety (OES) will render services to include assisting with writing and managing maintenance contracts for elevators, escalators, moving walks, and conveyors, and related equipment. Funding for the management of the maintenance contracts is provided by departments in direct proportion with their pro-rata use of the countywide elevator maintenance contract with the ISD, Strategic Procurement Division (SPD) and will be charged as follows:

DEPARTMENT	FY 2020-21 BUDGETED COST
Aviation	Personnel rates below will apply
Community Action and Human Services	\$4,300
Corrections and Rehabilitation	\$25,700
Cultural Affairs	\$4,300
Fire Rescue	\$11,400
Public Housing and Community Development	\$72,600
Internal Services	\$232,000
Library	\$12,800
Transportation and Public Works	\$264,700
Parks, Recreation and Open Spaces	\$19,900
Miami-Dade Police	\$18,500
Port Miami	\$132,400
Solid Waste Management	\$2,800
Water and Sewer	\$25,600

OES provides compliance inspections, consultations, and equipment testing.

The information provided is based on the present costs. We are currently reviewing and enhancing the Elevator Contracts services. If additional resources are added mid-year, the additional costs will be distributed using the same distribution model.

Rates: Total expense for each department will vary, depending on the total number of units, age, degree of usage, and condition of unit.

<u>Personnel Description</u>	<u>Hourly Rate</u>
Elevator Inspector, standard rate:	\$ 135.00
Elevator Inspector, standard overtime rate:	200.00
Elevator Inspector, holiday overtime rate:	250.00
Elevator Section Support Staff:	95.00
Deputy Chief Elevator Inspector:	150.00
Manager, Office of Elevator Safety:	160.00

Elevator Regulatory Fees, Permit Fees, Inspection Fees and other costs:

For departments that own and operate elevators, escalators, moving walks and other regulated equipment, there are other associated fees which may apply for the inspection, permitting and certifying

of equipment. Please refer to the Office of Elevator Safety Website for the published fee schedule, applicable to all owners, both public and private, at:

<https://www.miamidade.gov/facilities/elevator-permits.asp>

Security Services

Security services include calls for maintenance repairs on security systems, security alarm systems, installation of security systems, security alarm monitoring, elevator entrapment monitoring, security surveys and consultations, investigations and administration of the security guard contracts.

Rates: Varies according to service

Security Service Charges	
Service	Charge
Administration of service calls for maintenance and repair on alarms, closed circuit television, and other security equipment systems installations.	Charges are based on current security contract rates with 20 percent added for administration of services
Project Management for services above if requested by customer	\$95.00 per hour
Installation of new security system and equipment	Call for estimate
Security Alarm System Monitoring – non-key response: ISD notifies facility contact person and/or police upon alarm activation	\$40.00 per month for each numbered account
Security Alarm System Monitoring – key response: ISD dispatches a Security Supervisor to the alarm and notifies facility contact person and/or police upon alarm activation (Standard connection via phone line).	\$150.00 per month for each numbered account
Radio Security Alarm System Monitoring – key response: same staffing response as above; however, this service includes a radio transmitter installed at the location to provide back-up communication.	\$170.00 per month for each numbered account
Radio Security Alarm System Monitoring – non- key response	\$60.00 per month for each numbered account
<i>Note: Departments requiring service must provide a set of keys or access card to ISD.</i>	False Alarm fees apply: <ul style="list-style-type: none"> • 1st – 5th: \$50.00 • 5th: Technician Inspection • 6th: \$75.00 • 7th: \$100.00 • 8th: \$150.00 • 9th: \$200.00 • 10th and above: \$250.00 each
Facility security systems monitoring, e.g. cameras, panic buttons, access cards, etc.	Call for estimates on specific sites
Administration of security guard contracts and on-site supervision.	Eight percent added to invoices Six percent added to Aviation department invoices. Charges apply to all security guard services as listed below
	Security Inspector costs will be billed and distributed to all departments
Monitoring of elevator phones	\$20.00 per month per elevator

Vehicle (patrol car or motorized cart) for security officer. <i>Note: charges based on current vendor contracts and are subject to change.</i>	Charges are based on current security contract rates. Call for estimates on specific sites.
Security Guards, armed or unarmed with radios and uniforms/blazers Level 1: Watchman-type guard, unarmed Level 2: Intermediate guard, armed or unarmed Level 3: Specially trained, armed security guard Screener: Trained operator of electronic screening equipment	Charges are based on current security contract rates. Call for estimates on specific sites

Sign Language Interpreters (subobject 11502)

Under certain circumstances, public meetings and County-sponsored events may be required to have sign language interpreters present. Refer to County Procedure No. 579 (ADA Effective Communication) and consult with your departmental ADA Coordinator in order to make this determination.

Rates: Varies depending on hours/day of service

Contract Rates per Hour (with a 2-hour minimum) for a National Certified Sign Language Interpreter	
General 8:00 a.m. – 5:00 p.m. (excluding weekends and national holidays)	\$65.00
Evening 5:01 p.m. – 12:00 p.m.	\$70.00
Night 12:01 a.m. – 7:59 a.m.	\$90.00
Emergency Service	\$100.00
Weekend (Friday 12:00 p.m. – Monday 7:59 a.m.)	\$80.00
National Holidays (24 hours midnight to midnight)	\$90.00

Note: Contract for Certified Sign Language Interpreter services will expire February 2020. Current contract rates at the time of the service will apply.