

Internal Services Department (ISD) Rates

ISD Risk Management Insurance Rates

ISD Insurance Rates and Allocations (several accounts):

Operating insurance coverage, including workers' compensation (5011150000), general liability (5232100000), auto liability (5260650000), sheriff professional (5232300000) and property insurance (5234100000) are provided through the ISD. Departments that purchase insurance or participate in self-insurance programs will receive individual estimated costs for Fiscal Year (FY) 2023-24.

The total allocation amount is based upon historical claim activities, operational exposures and anticipated future liabilities. In the FY 2023-24 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 2022-23 operating budget²
- Auto liability based on vehicle count, modified by type of equipment^{2,3}

¹ Due to recommendations from the County's external auditors, actuaries retained by the County, and actuaries retained by the external auditor; the County will be establishing a special fund reserve to reduce the workers' compensation long-term debt. Please note: The Workers' 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 Sheriff Professional Liability for FY 2023-24, will be as follows:

Professional Liability Insurance Rates			
Account	Service	Rate	Department
5232300000	Sheriff Professional Liability	\$1,183,186	Miami-Dade Police Department
5232300000	Sheriff Professional Liability	\$816,814	Miami-Dade Corrections and Rehabilitation Department

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 \$60.01/month/vehicle. Please note that this rate is subject to change, and ISD will advise if needed.

Budgeted Allocation for Workers' Compensation, General Liability and Auto Liability:

DEPARTMENT	Workers' Compensation FY 2023-24	General Liability FY 2023-24	Auto Liability FY 2023-24
1 ADMINISTRATIVE OFFICE OF THE COURTS	\$397,777	\$9,386	\$2,160
2 ANIMAL SERVICES	614,114	17,015	35,288
3 AUDIT AND MANAGEMENT SERVICES	127,654	1,250	-
4 AVIATION	3,582,845	-	-
5 BOARD OF COUNTY COMMISSIONERS	621,041	6,686	14,043
6 CITIZENS' INDEPENDENT TRANSPORTION TRUST	40,427	1,113	-
7 CLERK OF THE COURTS	1,759,209	30,835	9,182
8 COMMISSION ON ETHICS & PUBLIC TRUST	59,869	584	540
9 COMMUNITY ACTION & HUMAN SERVICES	1,538,874	61,805	36,512
10 COMMUNITY INFORMATION AND OUTREACH	386,222	6,985	1,620
11 CORRECTIONS & REHABILITATION	11,214,205	247,531	141,835
12 COUNTY ATTORNEY'S OFFICE	716,214	6,525	-
13 CULTURAL AFFAIRS	281,939	19,303	3,241
14 DTPW - PUBLIC WORKS	650,126	22,758	418,268
15 DTPW - TRANSIT	11,898,016	-	-
16 ELECTIONS	498,713	17,136	7,292
17 EMERGENCY MANAGEMENT	102,129	3,445	-
18 FINANCE	583,787	7,213	-
19 FIRE RESCUE	14,456,417	304,412	483,568
20 HOMELESS TRUST	59,461	25,131	-
21 HUMAN RESOURCES	401,561	4,600	-
22 INFORMATION TECHNOLOGY	2,994,286	66,961	47,422
23 INSPECTOR GENERAL	172,941	2,459	-
24 INTERNAL SERVICES	2,052,712	134,817	327,096
25 JUVENILE SERVICES	268,216	7,758	1,620
26 LAW LIBRARY	8,120	178	-
27 LEGAL AID	99,975	1,487	-
28 LIBRARY	1,005,459	27,717	22,037
29 MEDICAL EXAMINER	269,512	5,034	4,321
30 MIAMI-DADE ECONOMIC ADVOCACY TRUST	69,473	2,778	-
31 MIAMI-DADE POLICE	22,551,815	489,040	4,402,256
32 OFFICE OF MANAGEMENT & BUDGET, GRANT COORD	411,835	10,737	-
33 OFFICE OF THE MAYOR	159,204	1,643	-
34 PARKS, RECREATION & OPEN SPACES	3,345,728	185,987	330,445
35 PROPERTY APPRAISER	987,355	14,796	12,423
36 PUBLIC DEFENDER	-	954	1,080
37 PUBLIC HOUSING & COMM. DEV.	831,964	-	-
38 REGULATORY AND ECONOMIC RESOURCES	2,791,948	41,636	177,375
39 SEAPORT	970,533	77,977	66,435
40 SOLID WASTE MANAGEMENT	3,022,527	127,134	628,122
41 STATE ATTORNEY'S OFFICE	66,476	2,659	-
42 STRATEGIC PROCUREMENT	353,683	3,859	-
43 TRANSPORTATION PLANNING ORGANIZATION	70,670	677	-
44 STATE AND COUNTY HEALTH	-	-	25,818
45 WATER AND SEWER	7,504,967	-	-
Total:	\$ 100,000,000	\$ 2,000,000	\$ 7,200,000

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 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 2023.

Any question or concern related to departmental allocations, should be directed to Baunie J. McConnell, Division Director of Risk Management, ISD at 305-375-4281.

Fleet Operating and Vehicle Replacement Charges

Fleet Operational Charges (several accounts):

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://ssrs2014.miamidade.gov/Reports/Pages/Folder.aspx?ItemPath=%2fSSRS+Intranet%2fISD%2fReports%2fISD+Customer+Reports%2fMiami+Dade+County+ISD+Fleet+Reporting+Portal%2fFleet+Focus+M5&ViewMode=List>

Rates: Proposed operational fleet rates are shown in the table below. Total charges to departments will vary according to vehicle service needs as shown on the following tables.

Important:

Please note that operational rates are determined during the budget development cycle. Final rates will be published on the ISD Fleet Management website once the FY 2023-24 budget is adopted.

Miami-Dade County ISD Fleet Management Division (Proposed) Operational Rate Structure				
	Heavy Equipment		Light Equipment	
Labor	*\$79/hour		*\$82/hour	
Commercial Repairs	Cost + 20% markup over invoice		Cost + 25% markup over invoice	
Parts	Cost + 20% markup over invoice		Cost + 25% markup over invoice	
* Work performed on Overtime and on County Observed Holidays will be billed at 1.5 and 2 time multiplier respectively.				
Fueling	Cost + \$0.15 surcharge per gallon for County Customers and \$0.20 surcharge for External Customers			
Pool/Loaner Vehicles	\$0.51 per mile (inclusive of repairs, fuel and Sunpass tolls) plus the following hourly rate to recover vehicle replacement capital costs:			
	Sedan / Pickup / Cargo Van	\$19.00 / day (>5 hours) or \$9.50 / ½ day (≤ 5 hours)		
	Passenger Van (7 & 15)	\$19.00 / day (>5 hours) or \$9.50 / ½ day (≤ 5 hours)		
	Hybrid Sedan	\$19.00 / day (>5 hours) or \$9.50 / ½ day (≤ 5 hours)		
Note: For vehicles kept overnight, pool vehicles are charged 10 hours max per day, Monday – Friday. There is no hourly charge for weekends.				
Light Equipment Fixed Repair Charges	<i>Repair Description</i>	<i>Fixed Price</i>	<i>Repair Description</i>	<i>Fixed Price</i>
	A PM Light Equipment	\$43.35	Coolant Flush	\$79.15
	B PM Light Equipment	\$206.10	No Vehicle PickUp (1 Week)	\$50.00
	B PM Police Patrol	\$206.10	No Vehicle PickUp (2+ Weeks)	\$100.00
	C PM Light Equipment	\$292.90	Two Wheel Alignment	\$97.60
	C PM Police Patrol	\$292.90	Four Wheel Alignment	\$108.45
	PM Overdue (500 - 750 Miles)	\$50.00	Wheel Balance	\$65.05
	PM Overdue (+ 750 Miles)	\$100.00	Tire Rotation	\$34.67
Vehicle Preparation & Disposal Charges		<i>Preparation Chgs</i>		<i>Disposal Chgs</i>
	General Fleet Vehicle	\$1,123.26	General Fleet Vehicle	\$186.62
	General Fire Vehicle	\$1,069.93	General Fire Vehicle	\$210.38
	Marked Police Cruiser	\$1,173.93	Marked Police Cruiser	\$409.32
	Marked Corrections Cruiser	\$1,173.93	Marked Corrections Cruiser	\$393.48
	Marked Police Motorcycle	\$444.04	Marked Police Motorcycle	\$188.90

Fleet Management charges for its services using the account codes shown in the table below. Departments should review their FY 2021-2022 expenses in these accounts, as well as the budgeted amounts for FY 2022-23 to use as a guide in preparation for the FY 2023-24 budget.

Fleet Management Services Account Codes		
<i>Description</i>	<i>Account Codes</i>	
	<i>Light</i>	<i>Heavy</i>
Operating Charges:		
Fuel	5260600000	5260700000
Pool Vehicle Mileage	5260620000	N/A
Labor	5260660000	5260720000
Fluids/Parts	5260630000	5260730000
Commercial Repairs	5260640000	5260740000
Accident, Abuse, Modification	5260680000	5260680000
Vehicle Trust Fund Charges:		
Pool Vehicle Hourly Charges	5260770000	N/A
Preparation for Vehicle Disposal	5260780000	5260780000
Preparation for New Vehicle	5260790000	5260790000

Important:

The following chart details actual operational fleet charges for FY 2021-22 and are being provided only as a guide.

FY 21/22 Fleet Expenses by Department		Light Fuel 526060000	Heavy Fuel 526070000	Pool Vehicle Mileage 5260620000	Pool Vehicle Time 5260770000	Light Repairs 1	Heavy Repairs 1	AC/AB/MOD 5260680000	Total
AD	ANIMAL SERVICES DEPARTMENT	166,476	6,997	1,347	2,503	210,050	17,134	19,064	423,572
AV	AVIATION DEPARTMENT	724,754	247,274		-	20,340	6,246		998,614
AT	COUNTY ATTORNEY	200		47	26	-	-		273
BU	MANAGEMENT AND BUDGET			2,333	1,636	-	-		3,969
CC	COUNTY COMMISSION	33,599	2,113	7,916	10,185	40,099	21,832	6,280	122,024
CH	COMMUNITY ACTION & HUMAN SERVICES	57,910	105,114	66,072	67,404	88,737	334,841	3,712	723,790
CL	CLERK OF COURT	12,112		596	814	15,452	5,220	-	34,195
CR	CORRECTIONS & REHABILITATION	434,025	81,820	7,485	11,401	374,671	142,366	94,033	1,145,801
CT	COMMUNICATIONS	2,622		2,283	3,666	8,333	-	-	16,905
CU	CULTURAL AFFAIRS	1,318	350	563	280	1,562	956	-	5,029
EL	ELECTIONS	30,931	1,147	117	630	5,341	7,101		45,267
FN	FINANCE DEPARTMENT			12,422	20,641	-	-	-	33,063
FR	FIRE DEPARTMENT	469,005	957,502	1,094	7,088	481,686	253,436	166,100	2,335,910
HR	HUMAN RESOURCES			222	131	-	-		354
ID	INTERNAL SERVICES DEPARTMENT	249,431	22,309	60,640	58,501	162,190	46,032	39,788	638,891
IT	INFORMATION TECHNOLOGY DEPARTMENT	105,875	1,254	9,461	19,232	84,799	10,335	32,424	263,380
JU	JUVENILE ASSESSMENT CENTER (JAC)	1,075		6,420	4,445	1,298	-	-	13,237
LB	LIBRARIES	63,156	93,685	20,715	22,426	31,179	99,780	25,237	356,177
MA	OFFICE OF THE MAYOR			53	70	-	-		123
ME	MEDICAL EXAMINER	25,129		-	-	15,075	-	5,377	45,581
MM	MIAMI-DADE ECONOMIC ADVOCACY TRUST			747	551	1,247	-		2,545
OC	ADMINISTRATIVE OFFICE OF THE COURTS	4,907		1,819	2,923	6,363	-		16,012
PA	PROPERTY APPRAISER	21,897		439	245	14,582	-	3,008	40,170
PD	METRO-DADE POLICE DEPARTMENT	11,762,993	192,210	1,424	2,380	7,150,002	552,307	1,686,564	21,347,880
PR	PARKS, RECREATION AND OPEN SPACES	1,277,779	422,919	29,495	56,201	761,705	599,371	87,942	3,235,412
PU	PUBLIC DEFENDER	250		-	-	2,516	-		2,766
PH	PUBLIC HOUSING AND COMMUNITY DEVELOPMENT	249,573	2,974	9,472	14,113	258,964	34,235		569,331
RE	REGULATORY & ECONOMIC RESOURCES	405,318		4,423	4,156	415,522	4,193	110,578	944,191
SA	STATE ATTORNEY OFFICE	120,538	460			68,368	8,419	3,753	201,537
SP	SEAPORT	242,131	21,093	9,322	19,924	242,114	118,173	26,816	679,572
SW	SOLID WASTE MANAGEMENT	760,988	9,314,228	4,749	7,963	661,229	25,487,239	464,949	36,701,344
WA	WATER AND SEWER DEPARTMENT	1,718,594	3,553,458	299	394	834,575	135,612		6,242,932
TP	DEPT OF TRANSPORTATION & PUBLIC WORKS	836,951	2,452,715	52,173	87,843	614,165	2,648,528	171,351	6,863,726
Grand Total		19,779,537	17,479,621	314,146	427,772	12,572,165	30,533,356	2,946,976	84,053,573

¹Repair values include total charges for parts, labor, and outsources work for the following sub-object codes: 5260630000, 5260640000, 5260660000, 5260720000, 5260730000, and 5260740000.

Fuel Costs:

The below table denotes the actual fuel usage by department for FY 2016-17 vs FY 2021-22. Additionally, as part of the recent BCC legislation (Directive No. 182156) concerning “Fuel Reduction Targets”, all County departments are to help achieve the following reduction goals which will be benchmarked from FY 2016-17 fuel consumption levels.

Target Year: 2028 (Reduction Goal)

Unleaded Reduction by -20 percent

Diesel Reduction by -70 percent

The average fuel price per gallon charged to departments in FY 2021-22 is also shown below and is being provided as a guide.

Rates: Unleaded (E10): \$3.10 per gallon
 Diesel (B5): \$3.65 per gallon

FY 16/17 vs. FY 21/22 Fuel Consumption Gallons by Department								
Department	FY 16/17 Unleaded Gallons	FY 21/22 Unleaded Gallons	FY 16/17 : 21/22 Variance	% from Prior year	FY 16/17 Diesel Gallons	FY 21/22 Diesel Gallons	FY 16/17 : FY 19/20 Variance	% from Prior year
ADMIN OFC OF COURTS	1,328	1,458	130	9.8%	-	-	-	0.0%
ANIMAL SERVICES	30,792	40,239	9,447	30.7%	9,267	8,152	(1,115)	-12.0%
AVIATION DEPARTMENT	189,109	219,758	30,649	16.2%	72,031	42,338	(29,693)	-41.2%
CAHSD	26,324	19,254	(7,070)	-26.9%	34,279	21,121	(13,158)	-38.4%
CLERK OF COURTS	4,415	3,233	(1,183)	-26.8%	-	-	-	0.0%
COMM ON ETHICS	253	128	(125)	-49.3%	-	-	-	0.0%
COMM AND CUSTOMER EXPERIENCE (CCED)	528	686	158	29.8%	-	-	-	0.0%
CORRECTIONS AND REHABILITATION	117,153	118,278	1,125	1.0%	30,365	15,295	(15,070)	-49.6%
COUNTY ATTORNEY OFFC	649	-	(649)	-100.0%	-	-	-	0.0%
COUNTY COMMISSION	11,584	9,581	(2,003)	-17.3%	844	608	(236)	-28.0%
DEPT CULTURAL AFFRS	1,662	499	(1,164)	-70.0%	-	-	-	0.0%
ELECTIONS DEPARTMENT	5,647	1,299	(4,349)	-77.0%	8,358	273	(8,085)	-96.7%
FIRE RESCUE	122,167	178,446	56,280	46.1%	943,367	184,871	(758,496)	-80.4%
INTERNAL SERVICES	54,201	125,681	71,480	131.9%	4,108	44,156	40,048	975.0%
ITD	40,382	28,249	(12,133)	-30.0%	433	357	(76)	-17.5%
JUVENILE SERVICES DPT	410	303	(107)	-26.0%	-	-	-	0.0%
LIBRARIES	14,862	18,134	3,272	22.0%	17,880	22,814	4,934	27.6%
MEDICAL EXAMINER	6,869	7,318	449	6.5%	-	-	-	0.0%
METR. PLANNING ORG.	54	-	(54)	-100.0%	-	-	-	0.0%
MIAMI DADE POLICE	2,748,011	2,909,644	161,633	5.9%	36,509	27,753	(8,756)	-24.0%
OFFICE OF THE MAYOR	102	-	(102)	-100.0%	-	-	-	0.0%
PHCD	87,044	67,078	(19,965)	-22.9%	1,773	635	(1,137)	-64.2%
PROPERTY APPRAISER	6,650	4,365	(2,285)	-34.4%	-	-	-	0.0%
PROS	294,328	267,318	(27,010)	-9.2%	118,581	101,330	(17,251)	-14.5%
PUBLIC DEFENDER	147	69	(77)	-52.7%	-	-	-	0.0%
RER	113,303	115,873	2,570	2.3%	-	-	-	0.0%
SEAPORT	50,494	61,228	10,734	21.3%	7,867	4,484	(3,383)	-43.0%
SOLID WASTE - PUBLIC WORKS	23,538	37,473	13,935	59.2%	52	-	(52)	-100.0%
SOLID WASTE COLLECTION	110,214	138,987	28,773	26.1%	1,424,016	1,721,488	297,472	20.9%
SOLID WASTE DISPOSAL	45,261	30,934	(14,327)	-31.7%	748,984	527,241	(221,743)	-29.6%
STATE ATTORNEY	29,036	22,468	(6,568)	-22.6%	205	93	(112)	-54.7%
TRANSIT AND PUBLIC WORKS	117,465	447,095	329,629	280.6%	9,594,112	405,666	(9,188,447)	-95.8%
WATER AND SEWER	569,762	713,972	144,210	25.3%	597,658	709,402	111,744	18.7%
Total	4,823,744	5,589,048	765,305	15.9%	13,650,687	3,838,077	(9,812,610)	-71.9%

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 OMB, 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 by County Departments must be submitted as part of the budget submission via the updated "Vehicle Request Form" 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 Rey Llerena , Fleet Contracts & Procurement Manager, ISD Fleet Management Division at 786-469-2744.

Real Estate Services

Lease Management Services (account 5255110000):

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, 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 five (5) percent of the market rate for space in the property's location.

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, 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 (account 5260510000):

U.S. mail will be charged on a monthly basis and invoiced in the Billing module in INFORMS. Requested non-scheduled deliveries will be charged for actual personnel and vehicle operation costs of service.

Rate: U.S. Mail - \$0.58 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 (account 5260500000):

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 - \$0.040 per impression (black and white)
Greater than 5,000 impressions - \$0.035 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 (account 5470110000):

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: \$150.00 per hour with a three hour move minimum requirement. The Overtime rate is \$225 and the Holiday rate is \$300 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: \$8.00 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. Thirty percent of the final sale price of auctioned items is retained by ISD for management and oversight of our auctions. Seventy percent of the final sale price is returned to the originating department or municipality upon completion of the auction.

Facilities and Infrastructure Management Division (FIMD)

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
EEE TECHNICIAN SUPERVISOR	\$ 95.00
LOCKSMITH	\$ 85.00
MAINTENANCE MECHANIC	\$ 65.00
MAINTENANCE SUPERVISOR	\$ 95.00
MANAGER ISD RENOVATION SERVICES	\$ 135.00
ASSISTANT RENOVATIONS MANAGER (PROPOSED)	\$ 125.00
INTERIOR DESIGN SPECIALIST	\$ 95.00
PERMITS AND DRAFTING SERVICE SPECIALIST	\$ 95.00
ISD PROGRAM MANAGEMENT SPECIALIST	\$ 125.00
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

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.

Departments are encouraged to determine their needs or request assistance from ISD with estimating costs for projects that will be initiated during the 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. Departments are encouraged to provide the proper chartfield information when submitting tickets to ensure expenses are billed to the correct fund, department, project, activity, and/or grant code.

Service Tickets (account 5260280000) - up to \$35,000:

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.

***Note:** 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 (account 5260400000):

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 \$35,000. Departments must secure adequate funding and budget approval before work begins.

***Note:** Project management fees for services provided are billed to the requestor's department 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 department codes monthly based on the project's billing model

Monthly Parking (account 5313200000):

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

Rate: \$65.00 per County vehicle per month. Departments may use the following formula for budgeting expenditures: Number of County vehicles x \$65.00 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 chartfield information to the ISD Parking Manager

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.

Late Fees:

Late fees will be applied to monthly patron’s failing to pay parking dues in a timely manner.

Monthly parking pass will not be re-issued to any patron that fails to cover these fees along with any past due amount on the account and any other additional fees incurred as a result of nonpayment.

Rate: \$15.00

Access Card Cost:

A parking access card is issued to monthly patrons to park in our parking lots. This does not apply to county employees who use their employee ID for parking access.

Rate: \$15.00 (non-refundable)

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/Facility

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.

ISD will be using the most recent Building Owners and Managers Association (BOMA) measurement standards for new spaces. ISD’s goal is to have all buildings measured using the new standard by FY 2024-25.

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 percent fee

Pest Management (account 5223400000):

Funding for the program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the Strategic Procurement Department.

Rates: Varies among departments utilizing service

DEPARTMENT	FY 2023-24 BUDGETED COST
Aviation	\$100,144
Community Action and Human Services	\$5,978
Corrections and Rehabilitation	\$19,338
Cultural Affairs	\$842
Fire Rescue	\$10,936
Internal Services	\$47,561
Library	\$6,239
Parks, Recreation and Open Spaces	\$21,816
Miami-Dade Police	\$3,911
Public Housing	\$3,638
Seaport	\$3,982
Solid Waste Management	\$6,172
Regulatory and Economic Resources	\$2,459
Department of Transportation and Public Works	\$21,478
Water and Sewer	\$35,289

Electrical Energy and Water & Sewer (WASD) Billing System Charges:

Each department can retrieve its Florida Power and Light (FPL) and Water and Sewer Department (WASD) utility cost projections for the fiscal year through the EnergyCAP (ECAP) interface at <https://my.energycap.com/sso/login>. Please contact 305-375-1814 for access to the system, or to review approved FPL rate increases for the next four years which started as of January 1, 2022. Departments will need to adjust both budgeted and projected costs based on planned expansions and contractions to their utility's usage. The table below reflects charges to each department for the management of the ECAP system, an automated billing and account management system for utilities, and is based on the number of FPL and WASD accounts per department and associated costs such as personnel, software, vendor support and training, and IT costs.

<u>Department</u>	<u>Total</u>
Animal Services	\$555
Aviation	\$33,752
Community Action and Human Services	\$9,313
Corrections and Rehabilitation	\$13,464
Cultural Affairs	\$1,341
Fire Rescue	\$7,819
General Govt. Offices	\$175
Information Technology	\$175
Internal Services	\$18,267
Library	\$5,885
Parks, Recreation and Open Spaces	\$63,310
Miami-Dade Police	\$4,953
Public Housing and Community Development	\$97,689
Regulatory and Economic Resources	\$75
State Attorney	\$25
Seaport	\$8,212
Solid Waste Management	\$8,794
Transportation and Public Works	\$50,243
Water and Sewer	\$67,198

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 Preventive Maintenance (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 increase the total in the table below.

Department	Weekly	Bi-Weekly	Monthly	Total
Animal Services	0	1	0	\$4,919
Corrections and Rehabilitation	15	0	0	\$147,576
Information Technology	2	0	14	\$51,462
Community Action and Human Services	0	4	0	\$19,677
Library	0	1	0	\$4,919
Transportation and Public Works	2	25	0	\$142,657
Internal Services	30	37	22	\$527,111
Miami-Dade Police	1	0	17	\$48,435
Parks, Recreation and Open Spaces	0	0	13	\$29,515
Solid Waste Management	0	24	0	\$118,061
Public Housing and Community Development	0	15	0	\$73,788
District 12	0	1	0	\$4,919

Rates: Not covered in SLA
 ISD service technician (Regular time): \$91/hour
 ISD service technician (Overtime): \$136/hour
 Outside contractors (Regular time): \$ Invoice amount plus 10 percent
 Outside contractors (Overtime): \$ Invoice amount plus 10 percent

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 Strategic Procurement Department and will be charged as follows:

DEPARTMENT	FY 2023/24 BUDGETED COST
Aviation	Personnel rates below will apply
Community Action and Human Services	\$ 2,971
Corrections and Rehabilitation	\$ 17,824
Cultural Affairs	\$ 2,971
Fire Rescue	\$ 8,912
Public Housing and Community Development	\$ 38,619
Internal Services	\$ 161,408
Library	\$ 8,912
Transportation and Public Works	\$ 193,096
Parks, Recreation and Open Spaces	\$ 13,863
Miami-Dade Police	\$ 12,873
Port Miami	\$ 103,975
Solid Waste Management	\$ 1,980
Water and Sewer	\$ 17,824

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 Contracted 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.

Personnel Description	Hourly Rate
Elevator Inspector, standard rate:	\$160.00
Elevator Inspector, standard overtime rate:	\$225.00
Elevator Inspector, holiday overtime rate:	\$285.00
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 annual City of Miami alarm permit	\$100.00 per permit*
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	\$50.00 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	\$75.00 per month for each numbered account
Note: Departments requiring service must provide a set of keys or access card to ISD.	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.	Ten 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 Security Inspectors provide oversight County-wide ensuring facilities are staffed with properly credentialed and trained security officers, as well as responding to burglar alarms and reports of suspicious activity.	\$25.00 per month per elevator Security Inspector costs, along with vendor Project Manager costs, are billed bi-weekly via journal entry directly to the end users.
Vehicle (patrol car or motorized cart) for security officer. Note: charges based on current vendor contracts and are subject to change.	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



****Note: Project management includes City of Miami annual alarm permit activations/renewals, processing delivery and processing of any subsequent false alarm notices are paid up front by ISD's, FIMD Office of Security Management, and reimbursed by end user departments.***

Sign Language Interpreters (account 5115020000):

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

In-Person, On-Site Interpreter Services	
Non-Federally Funded Departments	
Description	Rates
County's Business Hours (8:00 am - 5:00 pm, Mondays to Fridays)	\$63.00
Non-Business Hours (requests that cannot be performed during business hours including those services for which the appointment must take place on weekends, holidays, our outside of 8:00 am to 5:00 pm weekdays.	\$69.00
Emergency Services	\$80.00
Federally Funded Departments	
Description	Rates
County's Business Hours (8:00 am - 5:00 pm, Mondays to Fridays)	\$68.73
Non-Business Hours (requests that cannot be performed during business hours including those services for which the appointment must take place on weekends, holidays, our outside of 8:00 am to 5:00 pm weekdays.	\$72.88
Emergency Services	\$90.00

Video Remote Interpreting (VRI)	
Description	Rate
Video Remote Interpreting (VRI)	\$105.00

Communication Access Realtime Translation (CART)	
Non-Federally Funded Departments	
On-Site Projected CART	\$275
Remote CART	\$225
Remote Projected CART	\$250

C-PRINT	
Non-Federally Funded Departments	
C-Captionist	\$225

Note: Higher rate used for budgeting purposes. Actual costs are based on the vendor used per procurement guidelines, roadmap, and current rates.

****Please note that all ISD final rates will be determined as part of the budget process.***