

# 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) 2024-25.

The total allocation amount is based upon historical claim activities, operational exposures and anticipated future liabilities. In the FY 2024-25 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 Reserve<sup>1</sup>
- General liability based on BCC approved FY 2023-24 operating budget<sup>2</sup>
- Auto liability based on vehicle count, modified by type of equipment<sup>2,3</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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 2024-25, will be as follows:

<b>Professional Liability Insurance Rates</b>			
<b>Account</b>	<b>Service</b>	<b>Rate</b>	<b>Department</b>
5232300000	Sheriff Professional Liability	\$1,183,486	Miami-Dade Police Department
5232300000	Sheriff Professional Liability	\$816,514	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 \$57.04/month/vehicle. Please note that this rate is subject to change, and ISD will advise if needed.

**Budgeted Allocation for Worker's Compensation, General Liability and Auto Liability:**

DEPARTMENT	Workers' Compensation FY 2024-25	General Liability FY 2024-25	Auto Liability FY 2024-25
1 ADMINISTRATIVE OFFICE OF THE COURTS	\$493,028	\$8,902	\$1,539
2 ANIMAL SERVICES	541,461	16,510	42,322
3 AUDIT AND MANAGEMENT SERVICES	122,578	1,156	-
4 AVIATION	3,528,298	-	-
5 BOARD OF COUNTY COMMISSIONERS	730,510	7,351	13,748
6 CITIZENS' INDEPENDENT TRANSPORTION TRUST	38,155	1,002	-
7 CLERK OF THE COURTS	1,809,727	29,515	8,208
8 COMMISSION ON ETHICS & PUBLIC TRUST	58,932	553	-
9 COMMUNITY ACTION & HUMAN SERVICES	1,441,051	61,192	35,704
10 COMMUNITY INFORMATION AND OUTREACH	380,838	7,356	2,052
11 CORRECTIONS & REHABILITATION	11,388,798	251,308	133,172
12 COUNTY ATTORNEY'S OFFICE	795,609	6,994	-
13 CULTURAL AFFAIRS	289,562	18,554	3,078
14 DTPW - PUBLIC WORKS	665,885	22,701	265,608
15 DTPW - TRANSIT	11,298,527	-	-
16 ELECTIONS	634,081	16,345	7,695
17 EMERGENCY MANAGEMENT	126,854	3,640	5,232
18 FINANCE	553,632	6,486	-
19 FIRE RESCUE	15,440,177	301,555	470,770
20 HOMELESS TRUST	69,759	24,291	-
21 HUMAN RESOURCES	406,329	4,533	-
22 INDEPENDENT CIVILIAN PANEL	14,281	178	-
23 INFORMATION TECHNOLOGY	3,271,820	64,372	46,066
24 INSPECTOR GENERAL	169,066	2,349	-
25 INTERNAL SERVICES	2,044,829	136,822	340,573
26 JUVENILE SERVICES	214,841	7,074	1,539
27 LAW LIBRARY	6,880	148	-
28 LEGAL AID	100,897	1,456	-
29 LIBRARY	1,029,528	31,798	20,417
30 MEDICAL EXAMINER	261,548	4,779	3,591
31 MIAMI-DADE ECONOMIC ADVOCACY TRUST	73,596	3,814	-
32 MIAMI-DADE POLICE	21,021,424	478,355	4,501,988
33 OFFICE OF MANAGEMENT & BUDGET, GRANT COORDINATOR	498,318	10,996	-
34 OFFICE OF THE MAYOR	162,570	1,617	-
35 PARKS, RECREATION & OPEN SPACES	3,408,437	180,996	303,279
36 PROPERTY APPRAISER	978,462	14,299	11,286
37 PUBLIC DEFENDER	-	862	1,539
38 PUBLIC HOUSING & COMM. DEV.	799,501	-	-
39 REGULATORY AND ECONOMIC RESOURCES	2,800,940	40,693	173,801
40 SEAPORT	1,017,467	93,702	59,096
41 SOLID WASTE MANAGEMENT	3,045,860	121,801	699,580
42 STATE AND COUNTY HEALTH	-	-	24,008
43 STATE ATTORNEY'S OFFICE	112,409	2,682	24,110
44 STRATEGIC PROCUREMENT	356,607	3,754	-
45 TAX COLLECTOR	425,160	5,956	-
46 TRANSPORTATION PLANNING ORGANIZATION	76,749	1,553	-
47 WATER AND SEWER	7,295,019	-	-
<b>Total:</b>	<b>\$ 100,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 7,200,000</b>

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 2024.

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:

<https://ssrs2019.miamidade.gov/Reports/browse/SSRS%20Intranet/ISD/Reports/ISD%20Customer%20Reports/Miami%20Dade%20County%20ISD%20Fleet%20Reporting%20Portal/Fleet%20Focus%20M5>

**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 2024-25 budget is adopted.**

<b>Miami-Dade County</b> <b>ISD Fleet Management Division</b> <b>(Proposed)</b> <b>Operational Rate Structure</b>				
	Heavy Equipment		Light Equipment	
<b>Labor</b>	*\$79/hour		*\$85/hour	
<b>Commercial Repairs</b>	Cost + 20% markup over invoice		Cost + 25% markup over invoice	
<b>Parts</b>	Cost + 20% markup over invoice		Cost + 25% markup over invoice	
* Work performed on Overtime and on County Observed Holidays will be billed based on the Collective Bargaining Agreement rate of 1.5 and 2 time multiplier respectively.				
<b>Other Fleet Charges</b>				
<b>Fueling</b>	Cost + \$0.15 surcharge per gallon for County Customers and \$0.20 surcharge for External Customers			
<b>Pool/Loaner Vehicles</b>	\$0.55 per mile (inclusive of repairs, fuel and Sunpass tolls) <b>plus</b> 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.				
<b>Light Equipment Fixed Repair Charges</b>	<u>Repair Description</u>	<u>Fixed Price</u>	<u>Repair Description</u>	<u>Fixed Price</u>
	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
<b>Vehicle Preparation &amp; Disposal Charges</b>	<u>Preparation Chgs</u>		<u>Disposal Chgs</u>	
	EV Marked Vehicles	\$520.43	Light Vehicles w/Standard Decals	\$170.00
	EV Unmarked Vehicles	\$475.05	Light Vehicles w/Type 2 Decals	\$278.00
	General Fleet Vehicle	\$1,115.05	Heavy Vehicles w/ Standard Decals	\$152.50
	Unmarked Vehicle	\$1,091.93	Heavy Vehicles w/Type 2 Decals	\$190.50
	Police Patrol Sedan	\$1,337.18	Unmarked Vehicles	\$119.00
	Police Patrol SUV	\$1,349.68	Police & Corrections Marked Sedans	\$370.00
	Police/Motorcycle	\$458.55	Police & Corrections Marked SUV	\$557.50
		Police Motorcycle	\$187.00	

Fleet Management charges for its services using the account codes shown in the table below. Departments should review their FY 2022-2023 expenses in these accounts, as well as the budgeted amounts for FY 2023-24 to use as a guide in preparation for the FY 2024-25 budget.

<b>Fleet Management Services</b> <b>Account Codes</b>		
<b>Description</b>	<b>Account Codes</b>	
	<b>Light</b>	<b>Heavy</b>
<b>Operating Charges:</b>		
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
<b>Vehicle Trust Fund Charges:</b>		
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 2022-23 and are being provided only as a guide.

FY 22/23 Fleet Expenses by Department		Light Fuel 5260600000	Heavy Fuel 5260700000	Pool Vehicle Mileage 5260620000	Pool Vehicle Time 5260770000	Light Repairs 1	Heavy Repairs 1	AC/AB/MOD 5260680000	Total
AD	ANIMAL SERVICES DEPARTMENT	150,436	6,128	7,867	5,005	207,031	16,545	20,996	414,007
AV	AVIATION DEPARTMENT	656,340	190,409	-	-	69,830	8,613	-	925,192
AT	COUNTY ATTORNEY	192	-	24	18	-	-	-	234
BU	MANAGEMENT AND BUDGET	-	-	525	516	-	-	-	1,042
CC	COUNTY COMMISSION	21,535	64	6,563	8,269	26,491	961	7,550	71,434
CH	COMMUNITY ACTION & HUMAN SERVICES	60,434	89,710	68,401	70,560	58,131	313,310	-	660,546
CL	CLERK OF COURT	10,132	-	1,134	1,855	22,504	223	11,721	47,568
CR	CORRECTIONS & REHABILITATION	411,227	77,472	9,837	22,024	430,931	237,744	138,905	1,328,140
CT	COMMUNICATIONS	2,007	-	2,315	4,226	3,241	-	-	11,789
CU	CULTURAL AFFAIRS	7,650	173	1,363	2,468	7,383	956	1,247	21,240
EL	ELECTIONS	29,641	1,448	356	963	9,476	8,713	-	50,597
EM	OFFICE OF EMERGENCY MANAGEMENT	2,415	-	13,783	7,350	4,605	2,963	-	31,116
FN	FINANCE DEPARTMENT	-	-	-	-	-	-	-	-
FR	FIRE DEPARTMENT	436,278	912,899	781	4,778	570,722	284,569	336,547	2,546,573
HR	HUMAN RESOURCES	-	-	75	70	-	-	-	145
HT	HOMELESS TRUST	-	-	774	1,076	-	-	-	1,850
ID	INTERNAL SERVICES DEPARTMENT	243,284	19,438	53,577	53,856	199,627	78,501	62,908	711,192
IT	INFORMATION TECHNOLOGY DEPARTMENT	90,117	696	11,844	34,542	81,182	6,372	14,573	239,326
JU	JUVENILE ASSESSMENT CENTER (JAC)	1,030	-	12,768	9,301	929	-	-	24,028
LB	LIBRARIES	57,314	87,896	11,718	12,985	38,723	87,005	13,187	308,829
MA	OFFICE OF THE MAYOR	-	-	53	-	-	-	-	53
ME	MEDICAL EXAMINER	20,988	-	1,109	1,925	18,202	-	10,471	52,695
MM	MIAMI-DADE ECONOMIC ADVOCACY TRUST	-	-	2,870	1,756	920	-	-	5,546
MP	MPO	-	-	181	114	-	-	-	295
OC	ADMINISTRATIVE OFFICE OF THE COURTS	1,735	-	8,558	6,775	4,273	-	-	21,340
PA	PROPERTY APPRAISER	22,467	-	870	648	20,496	-	6,896	51,377
PD	METRO-DADE POLICE DEPARTMENT	10,789,491	169,319	3,800	4,235	8,523,582	552,699	1,933,745	21,976,871
PM	STRATEGIC PROCUREMENT	-	-	644	446	-	-	-	1,090
PR	PARKS, RECREATION AND OPEN SPACES	1,024,674	387,825	25,822	56,053	759,982	420,599	142,466	2,817,420
PU	PUBLIC DEFENDER	134	-	-	-	1,016	-	-	1,149
PH	PUBLIC HOUSING AND COMMUNITY DEVELOPEME	209,305	2,006	9,281	12,506	311,445	48,498	-	593,041
RE	REGULATORY & ECONOMIC RESOURCES	349,407	-	2,838	5,870	494,307	1,669	74,912	929,003
SA	STATE ATTORNEY OFFICE	109,945	723	17	53	100,396	387	13,599	225,119
SP	SEAPORT	223,314	18,102	12,538	21,211	261,318	137,215	38,530	712,228
SW	SOLID WASTE MANAGEMENT	609,614	8,509,122	7,363	9,433	716,192	28,357,796	442,035	38,651,555
WA	WATER AND SEWER DEPARTMENT	1,614,146	3,339,361	732	718	1,026,083	154,883	-	6,135,923
TC	TAX COLLECTOR	-	-	16,428	25,016	-	-	-	41,444
TP	DEPT OF TRNSPRTION & PUBLIC WORKS	454,429	1,650,306	37,749	61,670	739,100	3,022,421	253,735	6,219,408
<b>Grand Total</b>		<b>17,609,681</b>	<b>15,463,095</b>	<b>334,558</b>	<b>448,288</b>	<b>14,708,115</b>	<b>33,742,643</b>	<b>3,524,024</b>	<b>85,830,405</b>

<sup>1</sup>Repair 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 2022-23. 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 2022-23 is also shown below and is being provided as a guide.

**Rates:** Unleaded (E10): \$3.02 per gallon  
 Diesel (B5): \$3.66 per gallon

FY 16/17 vs. FY 22/23 Fuel Consumption Gallons by Department								
Department	FY 16/17 Unleaded Gallons	FY 22/23 Unleaded Gallons	FY 16/17 : 22/23 Variance	% from Prior year	FY 16/17 Diesel Gallons	FY 22/23 Diesel Gallons	FY 16/17 : FY 22/23 Variance	% from Prior year
ADMIN OFC OF COURTS	1,328	567	(761)	-57.3%	-	-	-	0.0%
ANIMAL SERVICES	30,792	39,627	8,835	28.7%	9,267	7,123	(2,144)	-23.1%
AVIATION DEPARTMENT	189,109	220,068	30,959	16.4%	72,031	33,170	(38,860)	-53.9%
CAHSD	26,324	17,212	(9,112)	-34.6%	34,279	19,729	(14,550)	-42.4%
CLERK OF COURTS	4,415	3,274	(1,141)	-25.8%	-	-	-	0.0%
COMM AND CUSTOMER EXPERIENCE (CCED)	528	622	94	17.7%	-	-	-	0.0%
CORRECTIONS AND REHABILITATION	117,153	120,628	3,474	3.0%	30,365	15,798	(14,567)	-48.0%
COUNTY COMMISSION	11,584	6,833	(4,751)	-41.0%	844	16	(828)	-98.1%
DEPT CULTURAL AFFRS	1,662	2,513	851	51.2%	-	-	-	0.0%
ELECTIONS DEPARTMENT	5,647	1,222	(4,426)	-78.4%	8,358	366	(7,992)	-95.6%
OFFICE OF EMERGENCY MANAGEMENT*		743						
FIRE RESCUE	122,167	178,614	56,447	46.2%	943,367	589,753	(353,614)	-37.5%
INTERNAL SERVICES	54,201	147,362	93,162	171.9%	4,108	36,733	32,625	794.3%
ITD	40,382	28,562	(11,820)	-29.3%	433	43	(390)	-90.0%
JUVENILE SERVICES DPT	410	342	(67)	-16.4%	-	-	-	0.0%
LIBRARIES	14,862	18,477	3,615	24.3%	17,880	23,673	5,793	32.4%
MEDICAL EXAMINER	6,869	6,887	18	0.3%	-	-	-	0.0%
MIAMI DADE POLICE	2,748,011	3,098,019	350,009	12.7%	36,509	12,039	(24,469)	-67.0%
PHCD	87,044	65,383	(21,661)	-24.9%	1,773	503	(1,270)	-71.6%
PROPERTY APPRAISER	6,650	4,591	(2,059)	-31.0%	-	-	-	0.0%
PROS	294,328	264,132	(30,197)	-10.3%	118,581	84,411	(34,170)	-28.8%
PUBLIC DEFENDER	147	44	(102)	-69.8%	-	-	-	0.0%
RER	113,303	112,810	(493)	-0.4%	-	-	-	0.0%
SEAPORT	50,494	61,836	11,342	22.5%	7,867	2,189	(5,678)	-72.2%
SOLID WASTE - PUBLIC WORKS	23,538	35,223	11,685	49.6%	52		(52)	-100.0%
SOLID WASTE COLLECTION	110,214	139,444	29,230	26.5%	1,424,016	1,684,268	260,252	18.3%
SOLID WASTE DISPOSAL	45,261	31,408	(13,854)	-30.6%	748,984	550,356	(198,628)	-26.5%
TRANSIT AND PUBLIC WORKS	117,465	281,944	164,478	140.0%	9,594,112	813,918	(8,780,194)	-91.5%
WATER AND SEWER	569,762	713,091	143,330	25.2%	597,658	689,686	92,028	15.4%
<b>Total</b>	<b>4,793,650</b>	<b>5,601,477</b>	<b>807,084</b>	<b>16.8%</b>	<b>13,650,482</b>	<b>4,563,773</b>	<b>(9,086,709)</b>	<b>-66.6%</b>

\* NEW DEPT/OFFICE WITH NO GALLONS TO REPORT IN 16/17

### **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 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**

Real Estate Services fees identified herein are intended to reflect reimbursement for professional services offered by ISD, and do not include expenses such as third-party consultants and advisors, appraisals, application fees or filing fees, which will be passed through to the client department at cost.

### **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 in collaboration with the client departments and FIMD, as applicable, 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 Disposition Services:**

The disposition process for County real property requires coordinating Implementing Order (IO) 8-4 activities in collaboration with administration, departmental/client stakeholders, an assessment of future need for the real property by County agencies, processing requests including surplus of property to the Board, administering the appraisal and competitive bidding processes, and conducting contract closings.

**Rate:** Fee for services is based on the greatest of ten (10) percent of the sale price or \$5,000. For example, if a property is sold for \$50,000 or less, the service fee charged will be \$5,000. If the property is sold/conveyed for nominal value or sold through a land exchange, departments will be charged at 10 percent of the property's assessed Market Value as set forth herein. If a project is cancelled prior to closing, the fee shall be billed at 60 percent of the total anticipated project fee. ISD may issue interim invoices for professional services against the anticipated total project fee, at its discretion, for those projects which have extended beyond 12 months.

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 set forth herein, 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 project management and closing for acquisitions including establishing and implementing a strategic project path to achieve the project goals, identifying and analyzing potential County and non-County sites, supporting the client in its site planning activities, coordination of due diligence including securing of appraisals, surveys, title and environmental reports, coordination with RER for a governmental facilities hearing parallel to the Board item approving the acquisition, providing high-level financial analysis and advisory for negotiation purposes, negotiating and preparing contracts, supporting the client in taking an item to the Board, and closing activities.

**Rate:** Fee for services shall be the greater of 5 percent of the purchase price or a flat rate of \$5,000, due at closing. If a project is cancelled prior to closing, the fee shall be billed at 60 percent of the total anticipated project fee. ISD may issue interim invoices for professional services against the anticipated total project fee, at its discretion, for those projects which have extended beyond 12 months.

**Real Estate Development, Joint Development and Public-Private Partnerships (P3's):**

Development projects are those real estate activities which the County acquires or retains an interest in either the land or real estate improvements including, but not limited to, new construction and redevelopment in partnership with other public/private entities.

The development of real property includes setting a strategic project path to achieve project goals, identifying and analyzing potential County and non-County sites, supporting the client in its site planning activities, coordination of due diligence including securing necessary appraisals, surveys, title and environmental reports, coordination with RER on land use and zoning matters, providing high-level financial analysis and advisory for negotiation purposes, negotiating, preparing contracts, and coordination of closing. For P3's, the services will also include support in the scope of work for procuring financial, real estate, or development consultants, and supporting the client in the management of such contracts.

**Rate:** For development projects employing a long-term ground lease transaction, the fee for services is based on the greater of 5 percent per year of annual ground lease payments including all participation rent, or a flat rate of \$2,000 per year.

For acquisition or disposition projects, the fee for services shall be the greater of 5 percent of the purchase or disposition price for the real estate interest(s) or a flat rate of \$10,000.

If a project is cancelled prior to closing, the fee shall be billed at 60 percent of the total. ISD may issue interim invoices for professional services against the anticipated total fee, at its discretion, for those projects which have extended beyond 12 months.

**Other Real Estate Services:**

The Real Estate Development Division is also responsible for many other miscellaneous real estate functions such as supporting the preparation of easements, permits, and other legal documents, and preliminary due diligence prior to moving forward with an acquisition, disposition, development or lease including, but not limited to strategic planning and advisory, appraisals, title, and environmental. When the Property Action Request (PAR) submitted for services is limited to these preliminary works and/or does not include the actual acquisition, disposition, development, or lease of a property, these services shall be 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. When the County shares in a real estate brokerage commission paid by an independent party to the transaction, fifty percent of said commission shall be retained by ISD and deducted from the amount owed to ISD from the Department.

**Market Value Basis for Calculations**

When using Market value as a basis for determination of the real estate professional fees, it shall be based upon the Miami-Dade County Property Appraiser (PA) assessed market value for the given year if the property is not subject to a zoning change and is assessed at less than \$1 million. Market value shall be based upon the average of two independent appraisals, to be paid for by the receiving department, for properties intended for a zoning change (at the market value as if rezoned) and/or with a PA value greater than \$1 million.

**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 - \$0.63 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 - \$0.15 per impression (black and white)  
\$0.30 per impression (color)



Ad hoc, custom, and/or unique print projects are individually priced prior to print production as rates vary and must include labor cost.

Graphics and signage improvements \$135 per hour (staff labor rate). Furthermore, any work/job outsourced by ISD will be billed for full reimbursement of total cost incurred, plus 10% of the cost incurred and billed as the administrative fee for ISD.

**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 one moving truck, a two-man crew, standard equipment, and supervision necessary to perform most moving needs.

**Rates:** \$150 per hour with a three hour move minimum requirement. The Overtime rate is \$225 and the Holiday rate is \$300 per hour (with a three-hour minimum move requirement).

If additional staff support is needed beyond the two-man crew, the below labor rates for overtime and holiday rate will apply. ISD will advise Departments if more than two-man crew are needed for the move and the following additional rate(s) per hour per labor staff will apply.

Inventory & Supply Specialist (per labor staff)	\$60.00 per hour
ISD Surplus Property Supervisor (per labor staff)	\$70.00 per hour
ISD Supply Supervisor (per labor staff)	\$70.00 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:** \$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. *\*\*However, if a County department outside of the County's Integrated Financial Resources Management System (INFORMS) has any past due balance(s) over 60 days owed to the ISD, the applicable revenue from the auction sale will be retained and applied to the past due balance(s). County departments impacted by this will be advised of the invoices where payment was applied for reconciliation purposes.\*\**

## **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 service tickets. The following labor and material rates apply.

<b>TRADE</b>	<b>Labor Rate (Hourly)</b>
CARPENTER	\$90.00
CARPENTER SUPERVISOR	\$100.00
ELECTRICIAN	\$90.00
ELECTRICIAN SUPERVISOR	\$100.00
EEE TECHNICIAN	\$90.00
EEE TECHNICIAN SUPERVISOR	\$100.00
LOCKSMITH	\$90.00
MAINTENANCE MECHANIC	\$70.00
MAINTENANCE SUPERVISOR	\$100.00
MANAGER ISD RENOVATION SERVICES	\$135.00
ASSISTANT RENOVATIONS MANAGER	\$125.00
INTERIOR DESIGN SPECIALIST	\$100.00
PERMITS AND DRAFTING SERVICE SPECIALIST	\$100.00
ISD PROGRAM MANAGEMENT SPECIALIST	\$125.00
MASON	\$90.00
PLUMBER	\$90.00
PLUMBER SUPERVISOR	\$100.00
REF/AC MECHANIC	\$90.00
REF/AC MECHANIC SUPERVISOR	\$100.00
SPRAY PAINTER / PAINTER	\$90.00
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](http://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

<b>After Hour Charges by Facility</b>	
<b>Building</b>	<b>After-Hour Charge (per hour)</b>
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. Rent Roll charges will include common areas utilized by tenant agencies and these charges will be divided amongst the agencies based on total rentable square feet per agency.

**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 522340000):**

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 2024-25 BUDGETED COST
Aviation	\$109,726
Community Action and Human Services	\$6,550
Corrections and Rehabilitation	\$21,188
Cultural Affairs	\$922
Fire Rescue	\$11,982
Internal Services	\$52,112
Library	\$6,835
Parks, Recreation and Open Spaces	\$23,904
Miami-Dade Police	\$4,285
Public Housing	\$3,986
Seaport	\$4,363
Solid Waste Management	\$6,762
Regulatory and Economic Resources	\$2,695
Department of Transportation and Public Works	\$23,533
Water and Sewer	\$38,665

**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>. 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. Please contact 305-375-1814 for access to the EnergyCAP system.

<b><u>Department</u></b>	<b><u>Total</u></b>
Animal Services	\$613
Aviation	\$37,848
Community Action and Human Services	\$11,342
Corrections and Rehabilitation	\$11,737
Cultural Affairs	\$1,808
Fire Rescue	\$9,515
General Govt. Offices	\$455
Information Technology	\$209
Internal Services	\$23,588
Library	\$6,792
Parks, Recreation and Open Spaces	\$81,308
Miami-Dade Police	\$6,323
Public Housing and Community Development	\$120,006
Regulatory and Economic Resources	\$89
State Attorney	\$30
Seaport	\$10,124
Solid Waste Management	\$8,328
Transportation and Public Works	\$62,432
Water and Sewer	\$78,442

**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 Agreement 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	31	37	22	\$536,950
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): \$96/hoWur  
 ISD Service Technician (Overtime): \$143/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 2024/25 BUDGETED COST
Aviation	Personnel rates below will apply
Community Action and Human Services	\$2,837.09
Corrections and Rehabilitation	\$18,913.93
Cultural Affairs	\$2,837.09
Fire Rescue	\$9,456.97
Public Housing and Community Development	\$80,384.21
Internal Services	\$161,714.11
Library	\$6,619.88
Transportation and Public Works	\$179,682.35
Parks, Recreation and Open Spaces	\$14,185.45
Miami-Dade Police	\$12,294.06
Port Miami	\$109,700.80
Solid Waste Management	\$1,891.39
Water and Sewer	\$17,022.54

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.

<b><u>Personnel Description</u></b>	<b><u>Hourly Rate</u></b>
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

<b>Security Service Charges</b>	
<b>Service</b>	<b>Charge</b>
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
<b>Note:</b> Departments requiring service must provide a set of keys or access card to ISD.	False Alarm fees apply: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – 5<sup>th</sup>: \$50.00</li> <li>• 5<sup>th</sup>: Technician Inspection</li> <li>• 6<sup>th</sup>: \$75.00</li> <li>• 7<sup>th</sup>: \$100.00</li> <li>• 8<sup>th</sup>: \$150.00</li> <li>• 9<sup>th</sup>: \$200.00</li> <li>• 10<sup>th</sup> and above: \$250.00 each</li> </ul>
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.	Charges are based on current security contract rates. Call for estimates on specific sites.
<b>Note:</b> charges based on current vendor contracts and are subject to change.	

Security Guards, armed or unarmed with radios and uniforms/blazers	Charges are based on current security contract rates. Call for estimates on specific sites
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	

***\*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**

<b>In-Person, On-Site Interpreter Services</b>	
<b>Non-Federally Funded Departments</b>	
<b>Description</b>	<b>Rates</b>
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
<b>Federally Funded Departments</b>	
<b>Description</b>	<b>Rates</b>
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

<b>Video Remote Interpreting (VRI)</b>	
<b>Description</b>	<b>Rate</b>
Video Remote Interpreting (VRI)	\$105.00

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

<b>C-PRINT</b>	
<b>Non-Federally Funded Departments</b>	
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.*