

To: The Honorable Mayor and City Council

From: Terry Henley, Assistant Budget Director



Date: April 26, 2016

RE: FY15-16 Budget Reallocation – Insourcing of Meter Readers and Utility Billing Field Operations Staff

**Background**

At the April 12, 2016 Council Meeting, the City Manager included a discussion item regarding the insourcing of meter readers and utility billing field operations staff. The item highlighted that Data Management Associates Inc. (DMA), the company which currently performs this contractual service for the city, is closing and Staff recommends insourcing the operation by replacing the contractual expense with hiring six (6) meter readers and one (1) utility billing coordinator.

Insourcing Annual Expenditure	
Employees	\$ 331,545
Uniforms	\$ 2,515
Equipment (not an annual reoccurrence)	\$ 20,000
Annual Total	\$ 354,060
DMA Contract	\$ 297,510
Insource Total Costs	\$ 354,060
Difference	\$ (56,550)

**Recommendation**

Staff is recommending approval of the proposed resolution that will insource meter reader and utility billing field operations staffing. The annual difference between the contractual service and insourcing is approximately \$56,550. The Water and Sewer reserve fund will support this reallocation.

**Attachment(s)**

Resolution.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING AN AMENDMENT TO THE FISCAL YEAR 2015-2016 WATER AND SEWER UTILITY BUDGET TO INCLUDE THE RE-ALLOCATION OF FUNDS FROM THE WATER AND SEWER UTILITY RESERVE FUND, TOTALING FIFTY-SIX THOUSAND FIVE HUNDRED FIFTY DOLLARS (\$56,550.00), FOR THE INSOURCING OF METER READER SERVICES AND UTILITY BILLING FIELD OPERATIONS STAFF FOR THE REMAINDER OF THE FISCAL YEAR; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

**WHEREAS**, the Mayor and City Council of the City of North Miami passed and adopted an annual budget in accordance with the Charter of the City of North Miami (“City”) for the Fiscal Year 2015-2016, commencing on October 1, 2015; and

**WHEREAS**, since City projects and staffing are budgeted on an annual basis, there are instances where certain circumstances require adjustments to be made to the Budget of the current Fiscal Year; and

**WHEREAS**, the company which currently performs the City’s meter reader services and utility billing field operations on a contractual basis is closing and it is recommended that these services be insourced by hiring six (6) meter readers and one (1) Utility Billing Coordinator; and

**WHEREAS**, the difference between the contractual service and insourcing is approximately Fifty-Six Thousand Five Hundred Fifty dollars (\$56,550.00); and

**WHEREAS**, the Mayor and City Council desire to amend the Fiscal Year 2015-2016 Water and Sewer Utility Budget, to include the re-allocation of funds for meter reader services and utility billing field operations staff from the Water and Sewer Utility Reserve Fund.

**NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1. Amendment of Budget.** The Mayor and City Council of the City of North Miami, Florida, hereby approve an amendment to the Fiscal Year 2015-2016 Water and Sewer Budget to include the re-allocation of funds from the Water and Sewer Utility Reserve Fund,

totaling Fifty-Six Thousand Five Hundred Fifty Dollars (\$56,550.00), for the insourcing of meter reader services and utility field operations staff for the remainder of the fiscal year.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by a \_\_\_\_\_ vote of the Mayor and City Council of the City of North Miami, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
DR. SMITH JOSEPH  
MAYOR

ATTEST:

\_\_\_\_\_  
MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
JEFF P. H. CAZEAU, ESQ.  
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Vote:**

Mayor Smith Joseph, D.O., Pharm. D.  
Vice Mayor Alix Desulme  
Councilman Scott Galvin  
Councilman Carol Keys, Esq.  
Councilman Philippe Bien-Aime

\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)