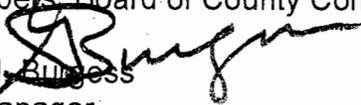


# Memorandum



**Date:** July 14, 2009

**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

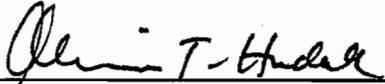
**From:** George M. Burgess   
County Manager

**Subject:** Ordinance Creating Section 2-2.1 of the Code of Miami-Dade County, Florida  
Requiring the Use of the North American Industry Classification System (NAICS)  
by County Departments to Classify Businesses

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The proposed ordinance requiring the use of the North American Industry Classification System (NAICS) by County departments to classify businesses is anticipated to have a fiscal impact. The NAICS is used as an industry classification system by certain governments and business establishments for collection, tabulation, presentation, and analysis of statistical data describing the U.S. economy. The NAICS system uses 1,100 high level codes that can be updated every seven (7) years.

Miami-Dade County can prospectively capture NAICS codes during the vendor registration process by adding a field to the vendor registration application. County agencies that permit and issue licenses can also modify their application forms to add a field to capture this data. Based upon preliminary research, implementation of the NAICS codes for County vendors is estimated at approximately \$3,000. This estimate is based upon programming costs necessary to modify the Department of Procurement Management's Bid Tracking System so that the information may be captured for reporting purposes. Additionally, the Seaport Department has advised that it will incur approximately \$3,000 in programming costs to meet this requirement. For Building Department permits, programming modifications to the County mainframe system are required to capture this data. The estimated cost of the enhancement is unknown at this time. The Building Department is currently working with the Enterprise Technology Services Department to assess the full impact and costs to their systems. The Tax Collector and the Department of Small Business Development already capture NAICS codes for Local Business Entity Tax Receipts (Occupational Licenses), and Small Business certification applicants. The Miami-Dade Aviation, General Services Administration, and Park and Recreation departments are able to modify their current applications to capture the NAICS codes without additional cost.

  
Assistant County Manager