

Memorandum



Date: September 11, 2014

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez 
Mayor

Subject: Information on the Centralized Database for Code Enforcement

The following information is provided pursuant to Resolution R-917-13, approved by the Board of County Commissioners (Board) on November 5, 2013. The resolution requested the Administration to develop a plan and create a centralized database for all County departments to access for code enforcement information, including the costs associated with implementing such a plan.

To assess enterprise technology solutions that cut across different departments, the County established the Information Technology Leadership Council (ITLC). Led by the Chief Information Officer, it is a 13 member advisory and decision making body that provides leadership and vision in the planning, development, implementation, and review of Countywide IT strategies.

For this project, the ITLC formed a Code Enforcement Working Group staffed by County code enforcement and information technology experts to conduct the necessary requirements analysis that would be used to recommend an enterprise code enforcement and central database solution. The requirements analysis looked at 16 separate code enforcement operational units within nine County departments, not including other functions tied to code enforcement such as permitting, licensing and inspection processes. This requirements analysis that does not include permitting, licensing and inspections processes is Phase 1.

Findings indicate that are currently ten independent code enforcement systems used Countywide by these different operational units to process three types of code enforcement citations (i.e. properties, persons, and animals). An estimated 4,200 County employees are involved with these code enforcement processes, which handle over 215,000 code enforcement activities annually. Of these, about 147,000 result in a uniformed civil violation processed by the Clerk of Courts annually.

During the requirements analysis, existing in-house developed systems were evaluated as well as vendor solutions through a Request for Information (RFI) market research process to determine the best fit for the County's enterprise solution needs. Thirteen vendors responded to the RFI and four vendors provided presentations to the county's code enforcement team. Site visits and meetings were conducted with each of these vendors for further evaluation. The market research conducted confirmed the availability of vendor solutions that would meet 80 percent or more of the county's code enforcement needs.

The enterprise code enforcement requirements may be summarized to include the following features:

- Mobile solution for field staff to enforce, cite and manage civil code violations from the field with automated access to permitting, licensing and inspections information.
- Front end processing for centralized code enforcement management, document management, and reporting for support staff.
- Configurable automated workflow processes per type of code ordinance and fee structure to:
 1. Report and capture code violations;
 2. Issue and document warnings, notices of civil violation, affidavits, and other formal documents and pictures;
 3. Schedule and manage inspections and follow-up processes;
 4. Coordinate and conduct the appeals and hearing processes;
 5. Conduct the lien research, approval, and issuance processes;
 6. Integration to the County's Geographic Information System;
 7. Provide a Citizen Portal via MiamiDade.gov for inquiries and reports on violations;

8. Integration with various County systems such as 311, 911, Property Information, Financial systems, eRecordation, eCertification, Business Tax Receipt information, and Document Management; and
9. Include Adjudicatory processing to replace the Clerk of Courts Code Enforcement System.

As a result of Phase 1, it was clear that permitting, licensing, and inspection processes are integral parts of the code enforcement function that would need to be incorporated into the final enterprise solution. Therefore, the ITLC Code Enforcement Group continued with Phase 2 (permitting, licensing, and inspection processes) and completed a similar requirements gathering analysis Countywide to provide a comprehensive solution.

Staff is currently working to develop the requirements for a future competitive Request for Proposal process.

If you have any questions or concerns, please feel free to contact Angel Petisco, Chief Information Officer/Director of the Information Technology Department, at 305-596-8455.

c: Robert A. Cuevas, Jr., County Attorney
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