



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC #129-2013

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LETTER TO COMMISSION OFFICE
CITY CLERK'S OFFICE

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: April 16, 2013

SUBJECT: **BUILDING DEPARTMENT CLOSURES AND ADJUSTED HOURS**

The purpose of this LTC is to inform you of adjusted hours in the Building Department during the next two weeks to accommodate the training, testing, conversion and implementation of the City's new enterprise permitting system, Accela Automation.

As you are all aware, the City is in the process of converting from its legacy Permits Plus system to a new city-wide enterprise system, Accela Automation. Over the last several months, there has been an intensive effort on behalf of City staff to prepare for the conversion and implementation of the new system. As by far the largest user of the new system, the Building Department must train 80 employees to use the new system, and do extensive testing to make sure the system is ready to go by the projected go live date of April 30, 2013.

Because this training and testing has been scheduled in such a condensed time period, the Building Department's hours and operations must be adjusted as follows:

Monday, April 22, 2013 through Friday April 26, 2013

Permit Counter Hours: 8:00 AM - 12:00 PM

Walk-Thru Tickets Available 8:00 AM – 9:30 AM

Building Department Lobby Closed All Day and Inspections Unavailable

Monday, April 29, 2013 (City-wide system shut down for conversion)

Tuesday, April 30, 2013

The Building Department will be conducting a large scale public information campaign to make sure its customers are notified of these changes. This campaign will include distribution of flyers, posting of notices, and web site postings about the schedule adjustments. Provisions will be made for any emergencies that arise that require Building Department attention during these adjusted hours. While we regret the inconvenience that these adjustments may cause some of our customers, they are unfortunately a necessary component of a system conversion of this magnitude.

JLM/JGG/SS