311 Non-emergency System Fecsibility Study

Bedkeround Research



Prepared by Information Systems Services

July 12, 2016

Quick Dial Numbers Designated by FCC



- 211 Health and Human Services
- 311 Government and non-Emergency
- 411 Directory Assistance
- 511 Traffic and Weather
- 611 Local Exchange Carrier Repair Service
- 711 Telecommunications Relay Service
- 811 Call Before You Dig
- 911 Emergency Services

311 Programs are Found in Many Large Cities and Counties

































































311 Vision for Palm Beach County

- PBC 311 will serve as a central Point of Contact for all citizen inquiries and requests.
- PBC 311 will offer multiple options for communicating with citizens.
- Prompt assignment and tracking of all requests will provide program accountability.
- PBC 311 will improve the overall quality of life for our community.

Key Questions



- What are the anticipated benefits from a 311 program?
- How much would it cost to establish a formal 311 program in Palm Beach County?
- How do our Board departments currently handle citizen reports of problems or service requests?
- How do comparable counties handle citizen contacts?
- Should Palm Beach County implement a 311 Nonemergency Contact Center?
- What should our next steps be?

Rationale for Project Initiation



- Formal 311 programs provide a central contact point for the public to report community issues, request services, or request information.
- Common substandard conditions that impact health and safety or quality of life include potholes, roaming animals, missing signs, illegal dumping, code violations and burned out street lamps.
- Improved accountability for government response is established by:
 - immediately directing the specific complaint or request to the appropriate County department/agency whereupon a work order will be created;
 - a "service dashboard" showing the status of all work orders department-by-department (responsiveness will be a key performance measure); and
 - a downloadable mobile app will allow citizens to track the status of their reported issue via an assigned work order number.
- To better communicate with and serve our citizens





Department	Phone	Email	Web Site	FAQ	Mobile App	Facebook	YouTube	Twitter
Administration	X	X						
Airports	x	x	x					x
Board of County Commissioners (3)						×		X
Community Services	X	X	X					X
Cooperative Extension Services	X	X						
Economic Sustainability	X	X						
Engineering & Public Works	X	X	X					
Environmental Resources Management	X	X			X	X	X	
Equal Opportunity	X		X	X				1
Financial Management & Budget								
Fire-Rescue	X	X	X			X	X	=
Human Resources	X	8	X					5
Information Systems Services	X	X	X					
Library	X		X			x		X
Medical Examiner	X	X		X				
Office of Community Revitalization	X		X					
Office of Small Business Administration	X		X	X				
Palm Tran	X	X			X	x		3
Parks & Recreation	X	X			X	X	X	X
Planning, Zoning & Building	X	x						
Public Affairs	x	\$	X				5	X
Public Safety	X	X	X		X	X	X	X
Purchasing	X	x						
Water Utilities	X		X	X				
Youth Services	X					x		X



Candidates for Program Centralization

Department	Public/ Quality of Life	Highly Specialized/ Sensitive Nature	Business	Candidate for
0.4	X X	Sensitive Nature	Partners	Centralization
Administration	×		•	_
Airports			X	
Board of County Commissioners (3)	X			X
Community Services	X			
Cooperative Extension Services	x	X	X	
Economic Sustainability			X	
Engineering & Public Works	X			X
Environmental Resources Management	x			×
Equal Opportunity	x	x		
Financial Management & Budget				x
Fire-Rescue	x	x		
Human Resources	X			X
Information Systems Services			x	x
Library	x	X		
Medical Examiner	x	X	X	
Office of Community Revitalization	X		X	
Office of Small Business Administration	x		X	
Palm Tran	X	x	X	
Parks & Recreation	X			X
Planning, Zoning & Building	X		X	X
Public Affairs	X			x
Public Safety	x			x
Purchasing			X	
Water Utilities	x	X	X	
Youth Services	X	X		

Examples of Citizen Contact Processes in PBC Departments



Following are a few examples of the different formats for presenting telephone numbers and email contact information to the public.

NOTE: A complete set of departmental web pages is provided in the companion 93-page presentation titled "Citizen Contact Processes in PBC Departments and Agencies"

(link)

Administration

http://www.pbcgov.com/administration

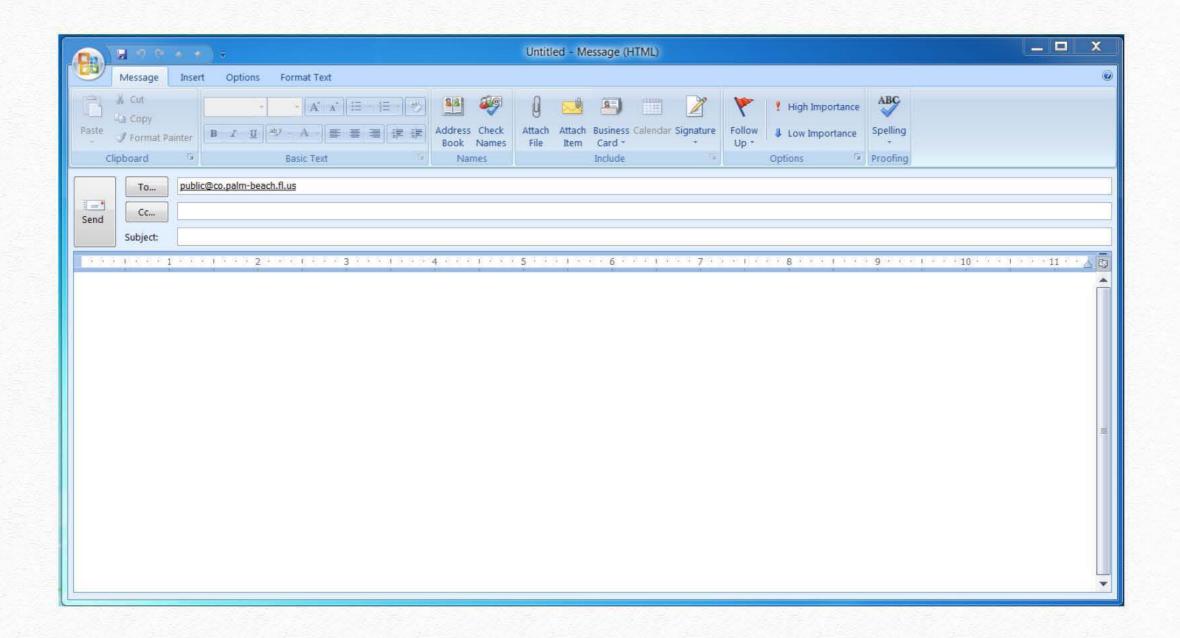




Administration



public@co.palm-beach.fl.us



Mosquito Control

Web Link: http://www.pbcgov.com/erm/mosquito





ERM Home

Mosquito Directory

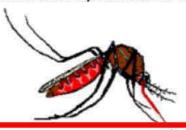
- Zika Virus
- Health
- Control Tips
- Other Agencies

ERM Directory

- About
- Contact Us
- Event Calendar
- o Index
- o Jobs
- o Links
- Outdoor Photography Workshops
- Publications
- Sign Up for Email Updates
- Volunteer

Mosquito Control

9011 W. Lantana Rd., Lake Worth, Florida 33467. Tel: 561-967-6480



Air Spray HOTLINE: 561-642-8775
Report Mosquito Activity

The goal of Mosquito Control is to enhance the health and quality of life of County residents and visitors through the reduction of mosquito populations.

Objectives:

- Provide an effective mosquito control program utilizing chemical treatment, hormonal and bacterial larvaciding and other biological controls.
- Educate residents on how to eliminate mosquito breeding in their yards.
- Provide effective response coordination and public information management during mosquito transmitted disease outbreaks.
- Tips for reducing mosquito populations
- Mosquito-borne diseases
- Brochure
- Additional Links
- o SLE and West Nile Virus Information: Florida Department of Health. [External Link]

Report Mosquito Activity

Web Link: http://www.pbcgov.com/erm/mosquito/servicerequest.htm



		107 70	P
Lakes, Estuaries and Lagoons	Mosquito Control	Natural Areas	Permitting Regulation

Report Mosquito Activity

Please fill out all areas below. Be sure to include the following information in the message box:

- Name of Development. If gated, provide gate number.
- o Names of two major roads at nearest intersection (Example: Lake Worth Road and Military Trail)
- Nature of mosquito nuisance (swarming, biting, larvae?).
- Location of mosquitoes on the property (front yard, back yard, inside house?).
- Time of day the mosquitoes are biting (daytime, nighttime, both?).
- Will the resident be home and/or the exterior property accessible during business hours (7:00am-3:30pm)?

NOTE: Please be aware that ditches and ponds DO NOT produce mosquitoes if they are free of exotic and nuisance aquatic vegetation.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

First Name:	
Last Name:	
Address:	
City:	
State:	▼ OR Province:
Zip/Postal Code:	
Country:	×
Phone Number:	Ext:
Cell Number:	
Email:	
Organization:	
Subject:	Report Mosquito Activity ▼
Message:	
	all

Equal Opportunity

http://www.pbcgov.com/equalopportunity/





Equal Opportunity - Submit Feedback



http://www.pbcgov.com/equalopportunity/contact.htm

→ Home Fequal Employment	Fair Housing Information		Human ations Camp	Public Accommodation	Brochures	FAQs	Forms	Links	Wage Dispute Program	+
You are here: Palm Eeach Courty » Equa opportunity » (Contact Us									
Main Directory	Contact Us							Contact Us		
Main Directory Equal Employment Information Fair Housing Information Disability Accessibility Human Relations Camp Public Accommodation Brochures FAQs Forms Links Wage Dispute Program OEO Calendar Fun Book Answers Fun Book Learn Now or Pay Later	Your Contact Informal First Name: Address: City: Home Phone: Under Florida law, e-m a public records reque Emal: Feedback Explain your feedback or re Subject:	aail addresses are publicest, do not send electron equest for assistance (Please information you have entered sing.	State: Florid V ic records. If you onic mail to this e	Nork Phone: I do not want your e-mail address ntity. Instead, contact this off Fax: ic).	ice by phone or in writ	ing.		G 301 West To Fax	overnment Center North Olive Avenue 10th Floor Palm Beach FL, 334 el (561) 355-4884 (561) 355-4932(Fa) Mapquest Submit Feedback	401
	or bank/credit card acco	ount numbers. Communication the Palm Beach County	tunty is considere	Form d a public record. Please do not igh this electronic message syst pportunity, employees or represe	em shall in no way be d	eemed to				

Medical Examiner's Office

http://www.pbcgov.com/medicalexaminer/





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Medical Examiner's Office - Email Form



http://www.pbcgov.com/medicalexaminer/contact/emailformNBell.htm

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You are here: Palm Beach	County » Medical examiner »	Contact > Email Form To: Michael Bell			Office and	Location	
Company Name: Contact Name: Contact Phone Nu	mber:				Medic	cal Examiner Office	
Contact E-Mail:	Use internet	et-style format (e.g. abb@abb.com)				IAME Accredited Info	
Message			*		P	B126 Gun Club Road West Palm Beach, Florida 33406 hone: 561-688-4575 Fax: 561-688-4588 Map: Click here	
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Overview of Peer Florida Counties



311 System Summary Table

County	Program Title	311 Line	Central Phone #	Online Web Site	Email	Twitter	Mobile App	Web Chat
Broward	Call Center 311 Broward	X		X				
Jacksonville- Duval	630-CITY		X	X	X		X	
Hillsborough	Customer Service Center		X	X	X			
Miami-Dade	3-1-1 Answer Center	Х		X	Х	Х	X	
Orange	Customer Service 311	Х		Х			Х	Х
Pinellas	Your County Connection			Х			Х	Х
Sarasota	Contact Center		Х	Х	Х		Х	Х



Survey Information from Peer Florida Counties

County	Organization Placement	Program Title	FTE Positions	Annual Workload Statistics
Broward	Office of Public Communications	Call Center 311 Broward	15 plus 2 PT	286,855 calls (FY 2015) 364 emails
Jacksonville- Duval	Neighborhoods Department	630-CITY	22	315,884 calls 17,619 emails 1,146 mobile app referrals
Hillsborough	Customer Service and Support Department	Customer Service Center	8 plus 5 PT	95,000 citizen service requests
Miami-Dade	Communications Department	3-1-1 Answer Center	108 plus 17 PT	1,781,642 calls
Orange	Information Systems Services	Customer Service OC 311	26	279,609 – calls (FY 2014) 6,965 – online/other
Pinellas	Business Technology Services	Your County Connection	N/A	N/A
Sarasota	Communications	Contact Center	14	182,600 calls 1,920 emails 550 mobile app referrals

Broward County Call Center

Web Link: http://www.broward.org/CallCenter/Pages

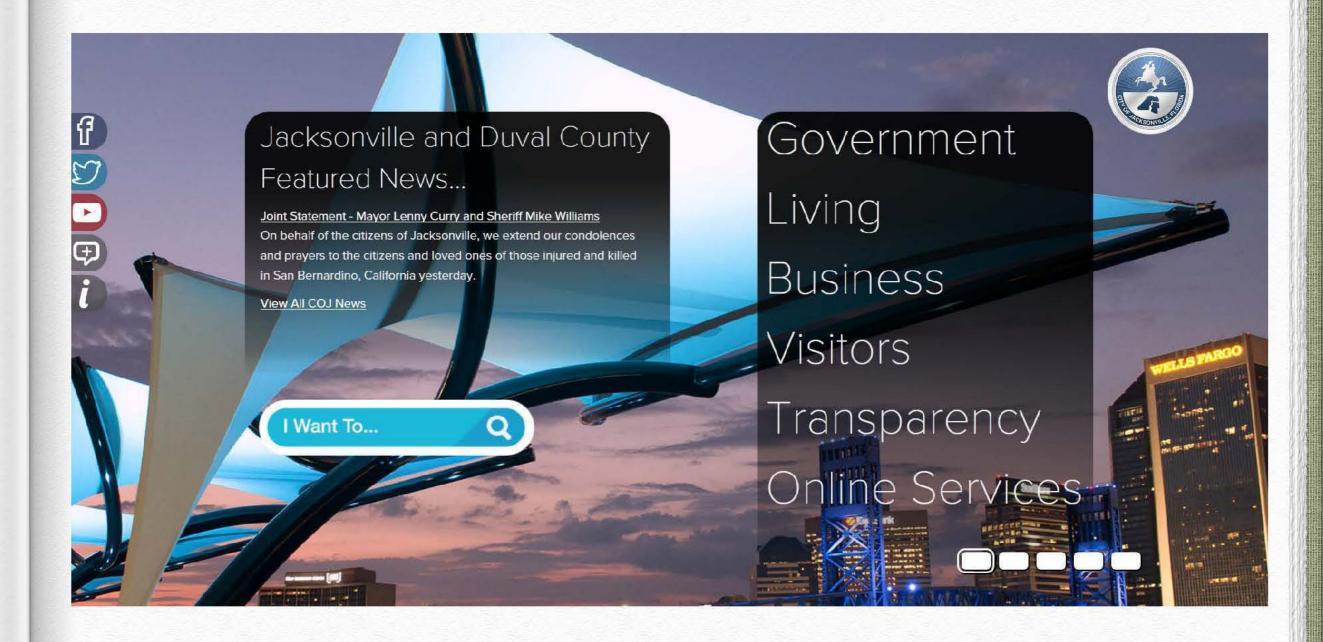




Jacksonville-Duval County

Web Link: http://www.coj.net/

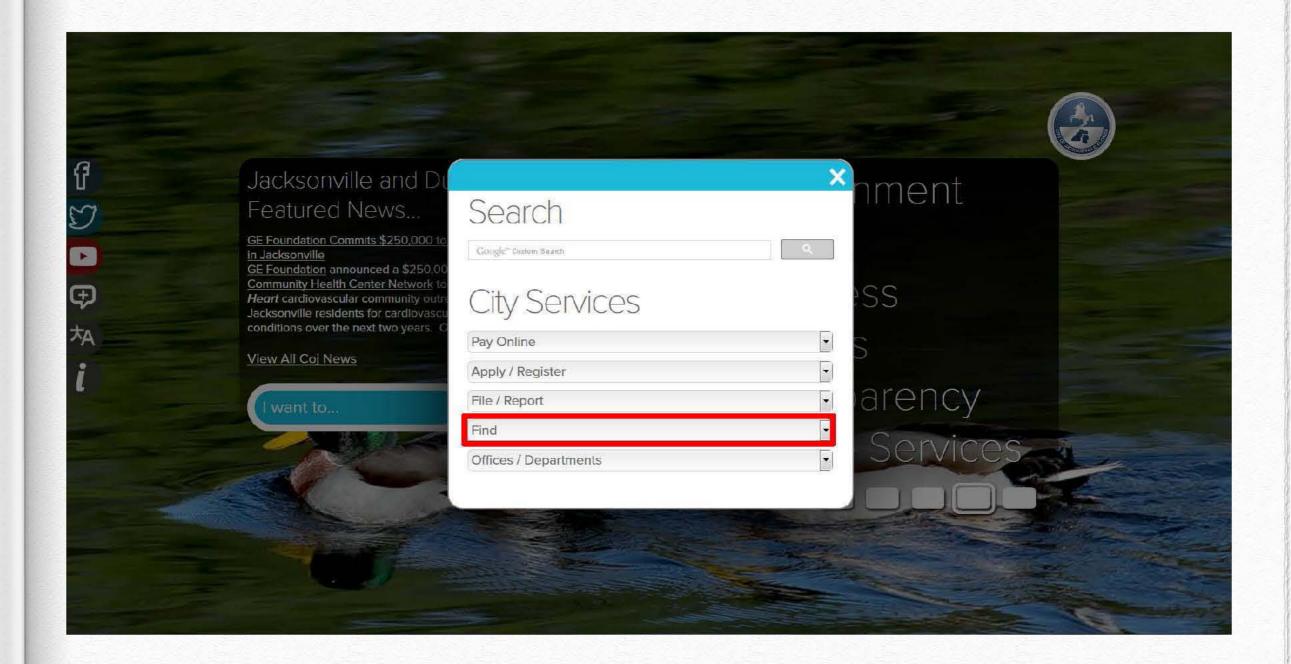




Jacksonville-Duval "I Want To" Landing Page



Web Link: http://www.coj.net/#search



Jacksonville-Duval 630-CITY

Web Link: http://630city.coj.net/











DESIGNATED
Citizen-Engaged

Community 2014-2016

What do you want to do?

We are here to help with all your City of Jacksonville requests or issues.





Public Records







Have a smartphone? Try our new mobile app!

Contact 630-CITY

Monday through Friday 8:00 AM to 5:00 PM - Closed weekends and holidays
Phone (904) 630-CITY (2489)
Fax (904) 255-4968

Email 630CITY@coj.net

Other Records

Marriage License
Record Search

Divorce Records Records Search (904) 255-2000 Birth & Death Certificates
Office of Vital Statistics
(904) 253-1620

JSO Public Records
Public Records Request
(904) 630-2209

Report Request (904) 630-0434

Other Agencies e-Government

(904) 255-2000

Web: Doing business online

Sheriff's Office (JSO)
Web: www.jaxsheriff.org

Emergency: 911

Non-Emergency: (904) 630-0500

Electric, Water/Sewer Utilities (JEA)

Web: jea.com (904) 665-6000

Construction Information (JEA)

Web: construction.jea.com

(904) 665-6000

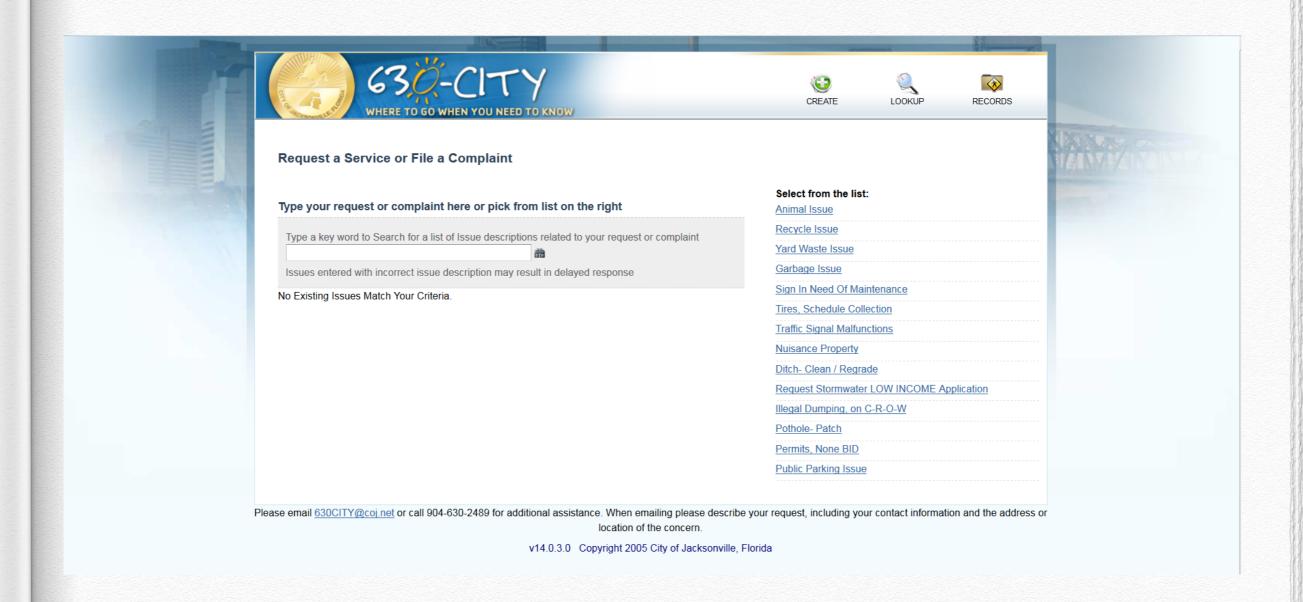
Transportation Authority (JTA)

Web: <u>www.jtafla.com</u> (904) 630-3100



Jacksonville-Duval County Request a Service or File a Complaint

Web Link: http://630city.coj.net/lssue/Addlssue.aspx



Jacksonville-Duval MyJax

Web Link: http://www.coj.net/mobile-apps/mobile-apps-list/fight-blight.aspx





COJ.net > Mobile Apps > Mobile Apps List > MyJax

MyJax

March 05, 2015

MyJax mobile app allows the citizen to report concerns such as blight, potholes, missed garbage collections, and a host of other issues. This benefits the citizen by helping to keep Jacksonville clean and functional, improving the overall quality of life.







MyJax, your mobile connection to City of Jacksonville, FL services, allows you to:

- · Report concerns such as blight, potholes, missed garbage collections, animals and a host of other issues
- Pinpoint the issue location using GPS, attach photos, and receive automatic status updates from your smart device
- View local points of interest
- Review City news
- Link directly to the City's social pages
- One touch dialing
- Access to other City mobile apps
- · Look up garbage and recycle schedules, add those dates to their smart device calendar

Like 101 people like this. Sign Up to see what your friends like.

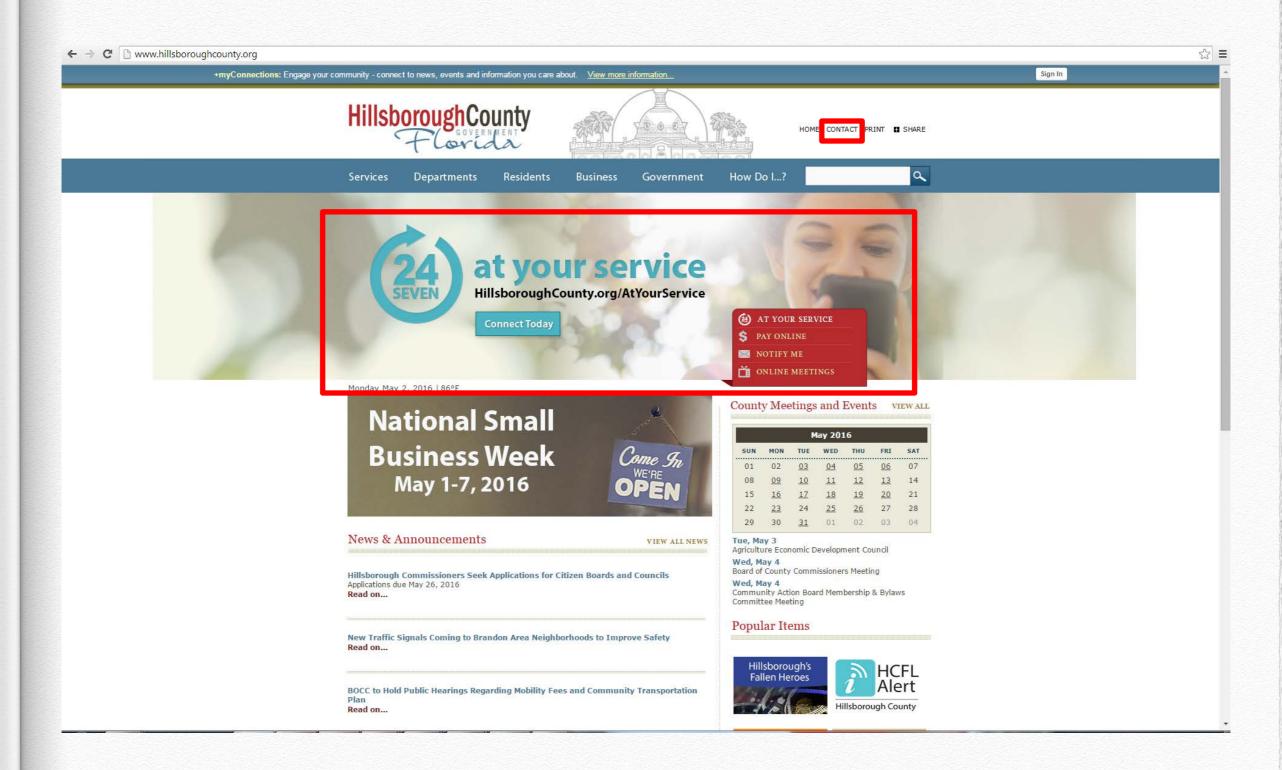


Subscribe to this RSS Feed

Hillsborough County

Web Link: http://www.hillsboroughcounty.org





Hillsborough County Customer Service Center



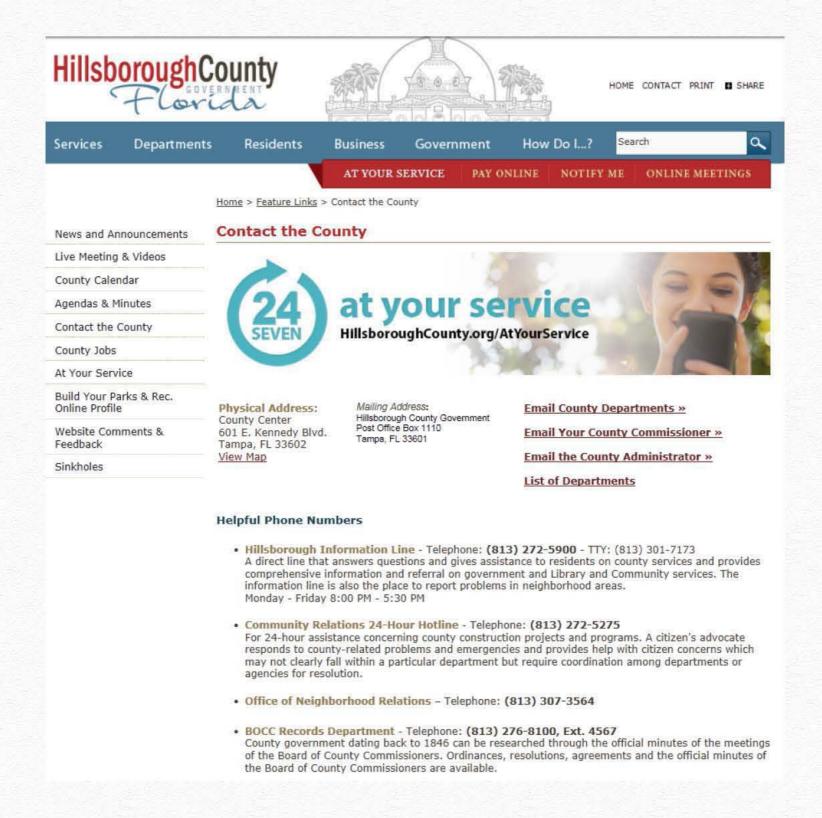
Web Link: https://service.hillsboroughcounty.org/311/

Hillsboroug	hCounty		HOME	•9 Sign In
Service Center				
HIIISDOFOUGHCOURTY Florida HOME				
Customer Se	ervice Center	- At Your Serv	rice	
Please Note: Do not use	this system to report em	ergencies. Please call 9-1-1	to report emergencies.	Track Your Service Request
*		C	100	Q
(24) SEVEN	at your sellsboroughCounty.org	ervice g/AtYourService		♀ Service Requests Map
		100		STATE OF THE STATE
Welcome to the Customer	Service Center. Here you can	make Hillsborough County onli	ne service requests 24	▼ View Map
			le for providing that	My Requests
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~	Ħ	0	Ä	
Animal Request	Building & Construction	Code Violation Request		
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County Personnel Request	Flooding Request		Mosquito Request	
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Other Request	Park Request			
⊉ l		ľ		
Social Service	Trash & Recycling			

Hillsborough County Contact the County



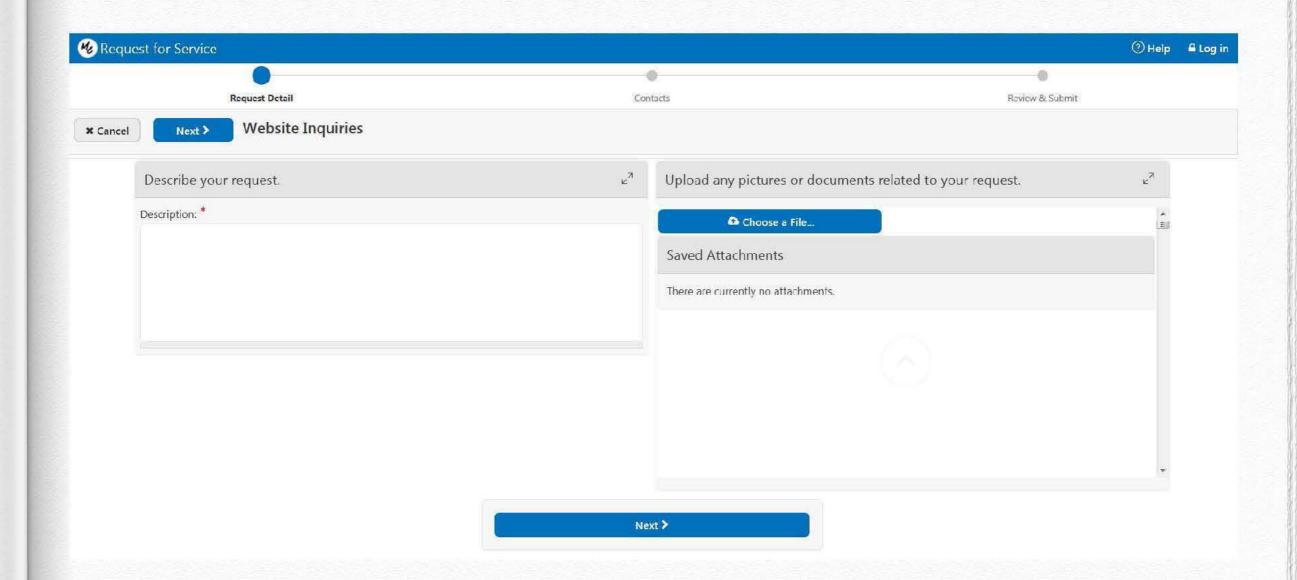
Web Link: http://www.hillsboroughcounty.org/homecontact







Web Link: https://rfs.martin.fl.us/app/f?p=1010:550:550::NO:RP,550,555,560,565,570,111:REQUEST TYPE ID APPITM:782



Martin County I Want to Report



Web Link: https://www.martin.fl.us/martin-county-services/dead-animal-pickup



DEAD ANIMAL PICKUP

Services > Dead Animal Pickup

Dead Animal Pickup





To report a dead animal on a county road or drainage area, please select the Request for Service button.

Request for Service: Dead Animal

Engineering Department

WORK:

2401 SE Monterey Road Stuart, FL 34996

PHONE:

(772) 288-5927

SERVICE CATEGORY:

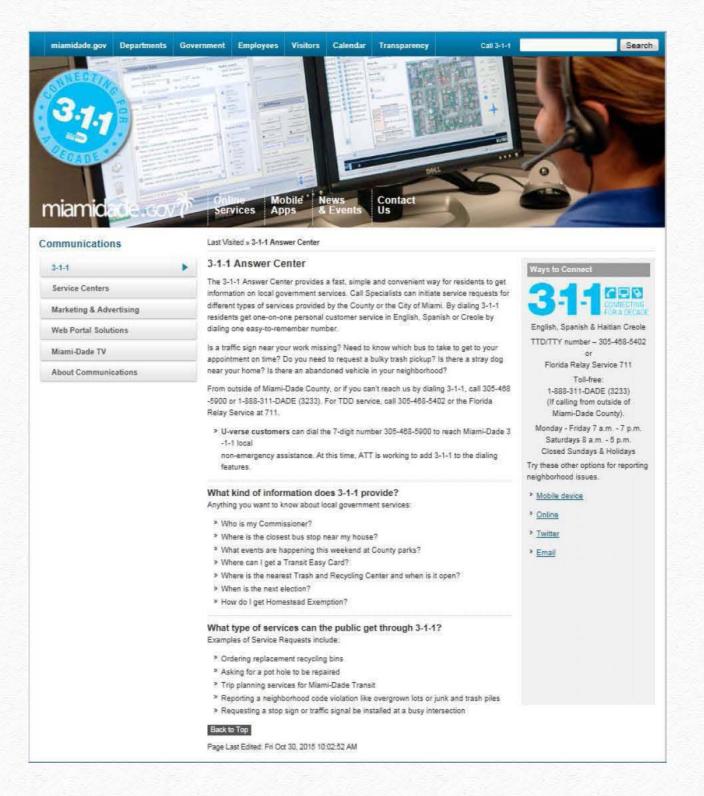
Public Safety >

SHOW MAP >

Miami-Dade 3-1-1 Answer Center

Web Link: http://www.miamidade.gov/information/311.asp

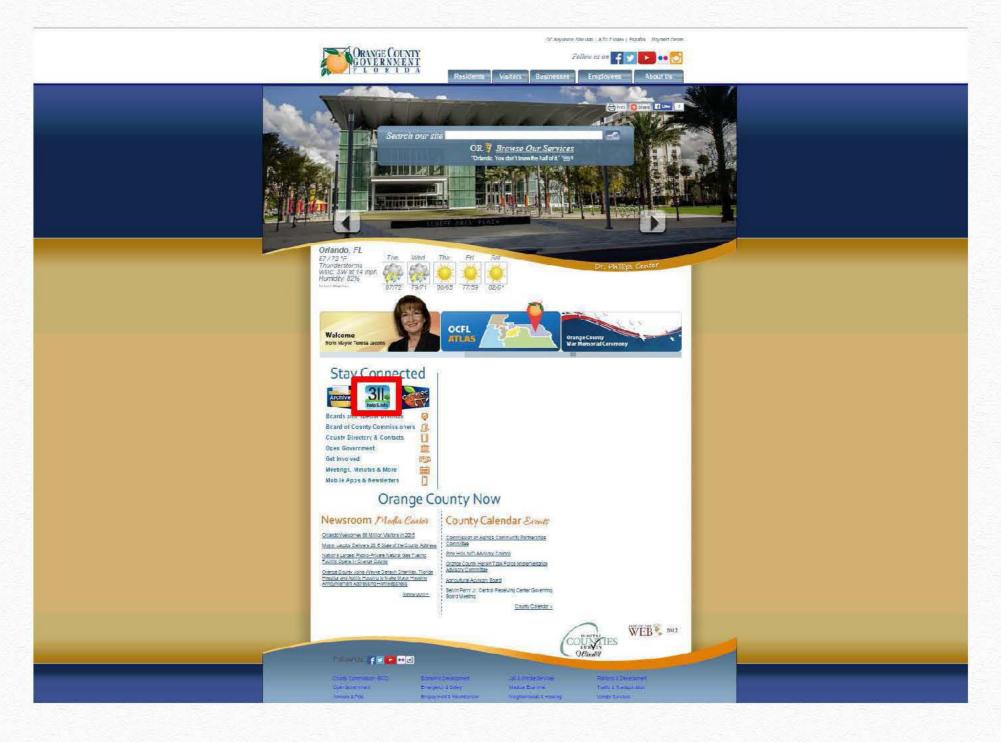




Orange County







Orange County 311 non-emergency help & info

Web Link: http://www.orangecountyfl.net/Home/311HelpInfo



Orange County 311 Online Requests



Web Link: https://311onlinerequests.ocfl.net/portal

GOVERNMENT F L O R I D A	Search our site		Browse Servi
	Residents	Visitors Businesses	Employees About U
Please log in as a Guest Email Address Password	online Reques t or Registered Member og In Registered Member Log In Register/Forgot Password	Registered me • Web-based • Email update • Secure access	embers enjoy: request tracking es ss to your request history and informed 24/7
Follow Us:		PAGE CONTRACTOR	District Division In
County Commission (BCC)	Economic Development	Jail & Inmate Services	Planning & Development
0.000	Emergency & Safety	Medical Examiner	Traffic & Transportation
Open Government		Neighborhoods & Housing	Vendor Services
Animals & Pets	Employment & Volunteerism	A STATE OF THE STA	
	Employment & Volunteerism Environment Families, Health & Social Svcs	Permits & Licenses	Water, Garbage & Recycling

Pinellas County

(Web Link: ttp://www.pinellascounty.org/

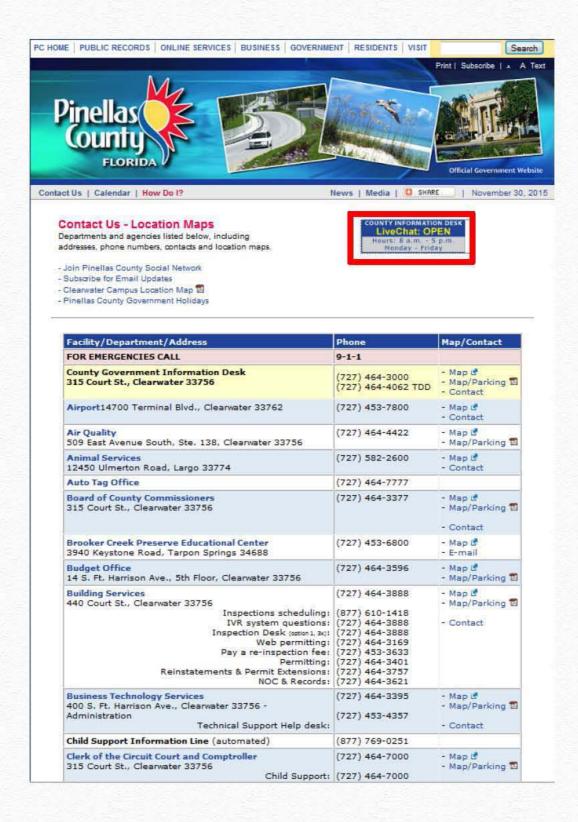




Pinellas County Contact Us

Web Link: http://www.pinellascounty.org/contactus locate.htm

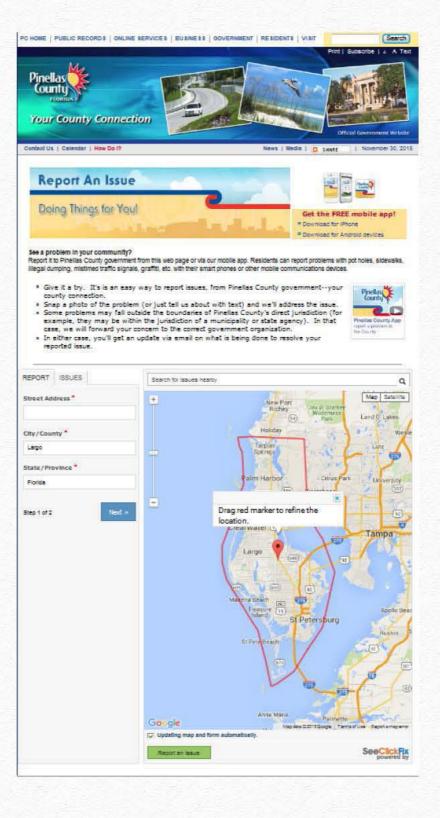




Pinellas County Report an Issue



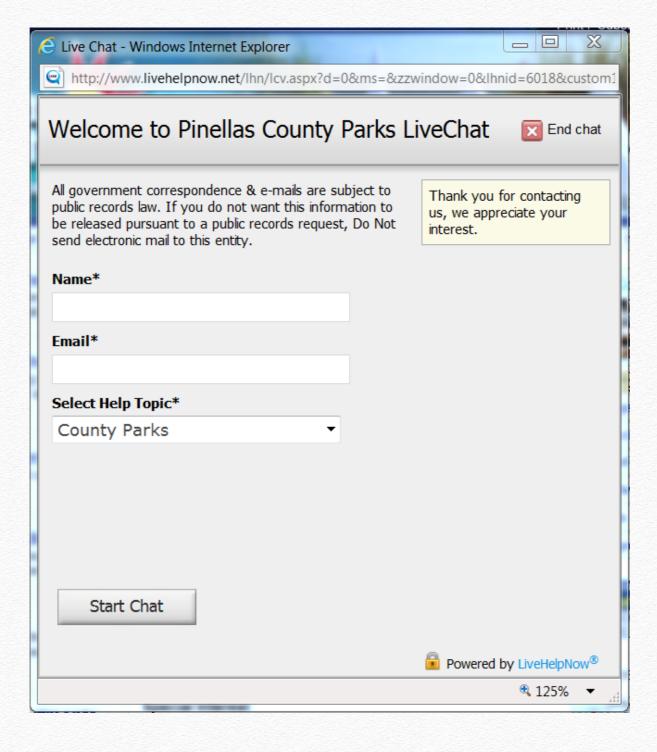




Pinellas County Information Desk



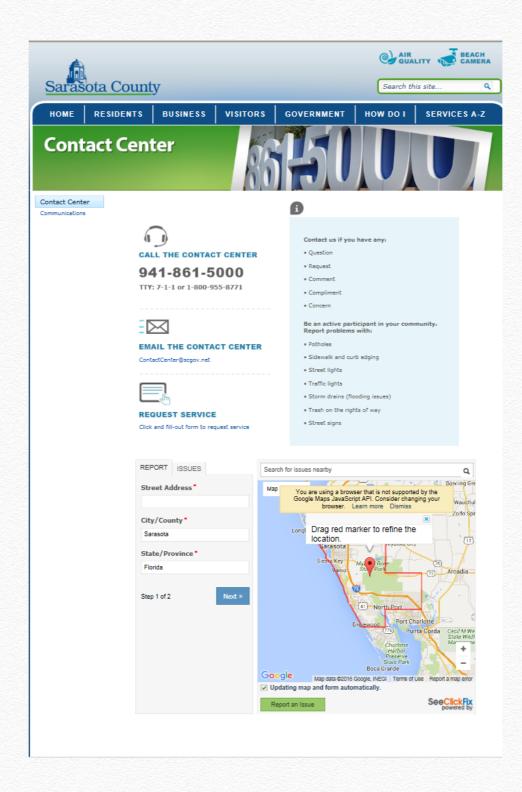
Web Link: http://www.livehelpnow.net/lhn/lcv.aspx?d=0&ms=&zzwindow=0&lhnid=6018&custom1= custom2=&custom3=&time=11/30/2015%204:26:12%20PM



Sarasota County Contact Center



Web Link: https://www.scgov.net/callcenter

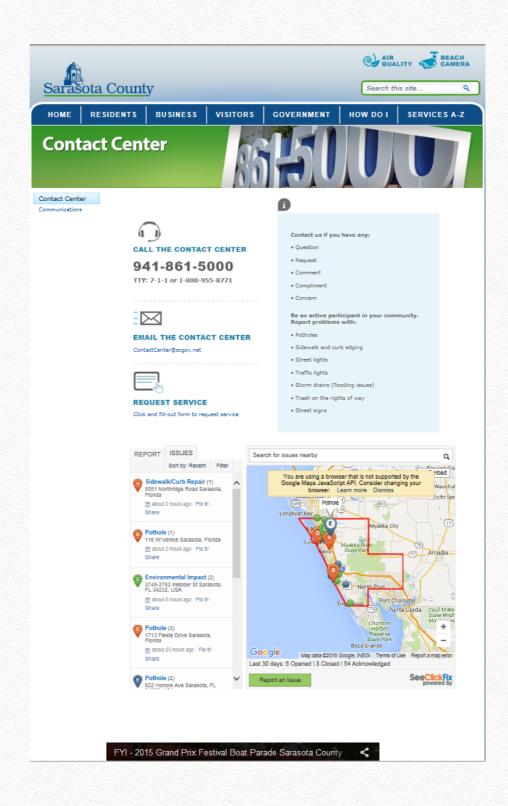


Request Service

Sarasota County Contact Center



Web Link: https://www.scgov.net/callcenter



Issues Reported

ISS Field Trip to Orange County September 2015



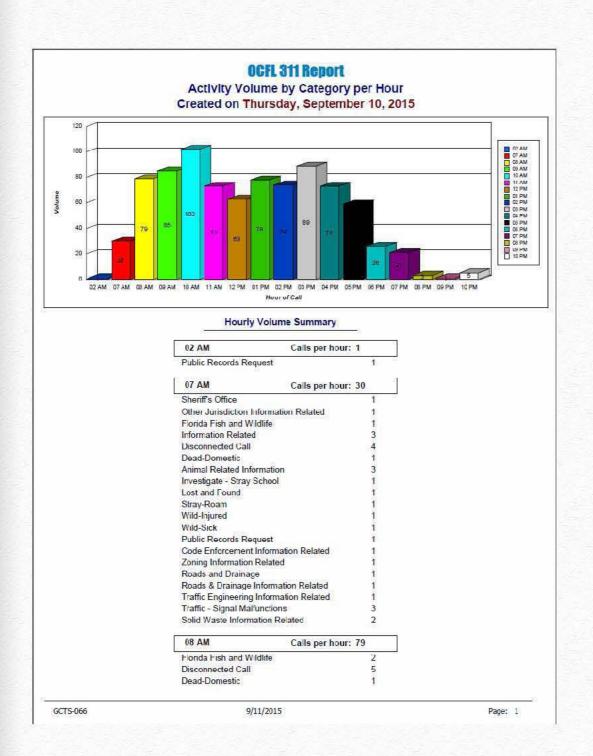
- ISS visited Orange County to tour the OC 311 Center and meet with officials
- Orange County maintains one of the most sophisticated 311 programs in the country
- OC 311 receives close to 300,000 calls annually (≈ 1,000 per day)
- Orange County and Palm Beach County have many operational similarities
- Orange County offered to share their program documentation, including scripts, with PBC







OC311 Report: Activity Volume by Category by Hour

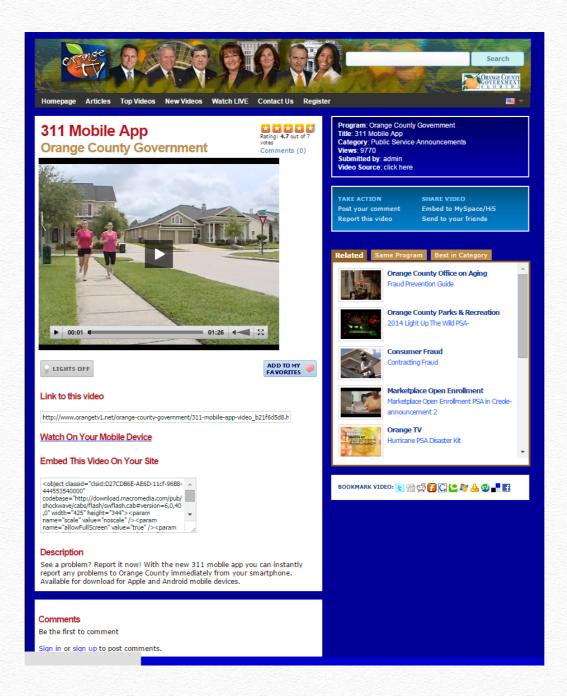


Hourly Volume Summary		
Dead-Wild	1	
Animal Related Information	15	
Investigate - Stray School	1	
Lost and Found	1	
Owned-Aggressive	1	
Trap Occupied	1	
Stray-Confined	1.	
Stray-Injured	1	
Stray-Roam	3	
Stray-Sick	2	
Wild-Sick	1	
Public Records Request	2	
Code Enforcement Information Related	13	
Junk Vehicles	1	
Lot Clean Up	1	
Zoning Violation	1	
Zoning Information Related	3	
Roads and Drainage	1.	
Asphalt Paving & Repair	1	
Roads & Drainage Information Related	1	
Mowing	1	
Potholes	Î	
Sidewalk Repair	2	
Tree trimming	1	
Traffic Engineering Information Related	2	
Traffic Signal Adjustment or Review	3	
Traffic Study	1	
Traffic Safety Concerns	1	
Utilities	3	
Solid Waste Information Related	1	
09 AM Calls per hour	: 85	
Property Appraiser	1	
Florida Fish and Wildlife	2	
Information Related	4	
Disconnected Call	5	
Dead-Wild	5	
Investigate-Nuisance	1	
Animal Related Information	14	
Owned-Aggressive	1	
Trap Occupied	i	
Stray-Confined	1	
Stray-Roam	i	
Wild-Injured	1	
Public Records Request	9	
Building	6	
Code Enforcement Information Related	12	
	1	
Lot Clean Up		
Unpermitted Construction	1	
Zoning Violation	1	
Zoning Information Related	5	
Roads and Drainage	1	

Orange County 311 Mobile App Video



http://www.orangetv1.net/orange-county-government/311-mobile-app-video_b21f6d5d8.html



Orange County's Lessons Learned



- 1. Strong and experienced Project Managers must lead with the full support of government executives.
- 2. Managers must set clear goals for what the local government will accomplish with the new 311 system (e.g., customer service focal point vs. cost-savings strategy).
- 3. Because 311 centers are designed to be a one-stop resource for all citizen questions, local governments must focus on building a strong base of content for operators to use and on training those operators appropriately.
- 4. Cross-agency cooperation to build that knowledge base is essential, especially in keeping content up to date of regulatory changes.

Recommended Next Steps for Initiating a PBC 311 Program



- 1. Establish a cross-departmental project team: ISS, Public Affairs, and 1 or 2 Operating Departments
- 2. Survey County agencies to determine their existing practices, workload volume and staffing levels for tracking citizen requests for services
- 3. Analyze program scope of services and staffing requirements
- 4. Develop program documentation and training program
- 5. Identify specific staff positions, organization reporting lines, and space logistics
- 6. Implement technical components (web page, work order system, mobile app, reports)
- 7. Determine projected program start date and promote public awareness

Survey of County Departments and Agencies



- How are citizen requests for services recorded and tracked?
- Is a separate work order created for each request?
- Which positions (including % of overall workload) are responsible for request intake and tracking?
- Where in the organization and to whom do the above referenced positions report?
- What is the annual volume of requests received?
- Are there any types of management reports showing the status of requests?
- Have written policies or procedures been established for the citizen contact program?



311 Non-emergency System Feasibility Study – Background Research