



CITY OF TAMPA

3.8.8.2– City of Tampa Address Management Policy Technology & Innovation Department

TITLE

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HISTORY

Status	Date	Author	Approving Manager
Version 1.0	5-26-2010	R. Austin and K. Wright	D. Smith

DESCRIPTION

Consistent, accurate address management, within all departments, plays a vital role in fulfilling the City of Tampa’s mission and in maximizing the City of Tampa’s revenue streams.

Scope:

This Address Management Policy governs all Address Management-related activities, including creation, collection, storage, back-up, formatting, dissemination, distribution and uploading of all address data in all City departments, regardless of funding source, and extends to any external agency or company required to interface with the City’s technology infrastructure. The policy governs all address management-related data, data sets and systems, which include, but are not limited to:

Point-Based Address Data Bases/Data Sets

- ASTRA Address Data Base/Data Set (TFR)
- CIP Data Base/Data Set (Budget)
- Comply Address Data Base/Data Set (Code Enforcement)
- Facilities Data Base/Data Set (Parks and Recreation)
- HSS Situs Data Base/Data Set (Land Use, Construction Service Center, Permitting, Real Estate)
- Meters Address Data Base/Data Set (Water)
- MSS Address Data Base/Data Set (Water, Sewer, Solid Waste and Utility Billing)
- Parking Meters Address Data Base/Data Set (Parking)
- Parks Data Base/Data Set (Parks and Recreation)
- Routing Address Data Base/Data Set (Solid Waste)
- Site Profiler Address Data Base/Data Set (TPD)
- Work Orders Address Data Base/Data Set (Stormwater)
- Work Orders Address Data Base/Data Set (Wastewater)
- Such other Point-Based Address Data Bases/Data Sets as may be discovered in the process of address-management consolidation

Range-Based Address Data Bases/Data Sets

- BLS Address Data Base/Data Set (Business Tax)
- ETeam Address Data Base/Data Set (Emergency Management)
- Florida Department of Revenue Communications Service Tax (CST) Database
- INET City Street Listing by Zip Code (T&I)



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- Paving Address Data Base/Data Set (DPW)
- Right of Way Permitting Address Data Base/Data Set (DPW)
- Sidewalks Address Data Base/Data Set (DPW)
- Street Centerline – MSAG Address Data Base/Data Set (T&I)
- Versaterm Address Data Base/Data Set (TPD)
- Such other Range-Based Address Data Bases/Data Sets as may be discovered in the process of address-management consolidation

To ensure consistency, accuracy and currency, this policy governs the formatting, dissemination, distribution and uploading of all point-based address data bases/data sets and range-based address data bases/data sets to all external agencies, organizations, firms and individuals that may request such data, including, but not limited to, the following entities:

- AT&T
- Bighthouse
- County of Hillsborough
- County of Hillsborough Parcel Property Appraiser
- County of Pasco
- County of Pinellas
- County of Polk
- Federal Emergency Management Agency (FEMA)
- Florida Department of Revenue (DOR) Communications Service Tax (CST) Database
- Hillsborough County E911
- Southwest Florida Water Management District
- Sprint
- Tampa Electric Company (TECO)
- TECO-Peoples Gas
- T-Mobile
- U.S. Census Bureau
- U.S. Department of Homeland Security (DHS)
- U.S. Postal Service (USPS)
- Verizon
- Such other external agencies, organizations, firms and individuals as may identify a need for access to address data for the City of Tampa

To ensure consistency, accuracy and currency, this policy governs the purchase, downloading construction, contracted lease or purchase or other method of procurement, access or sharing of all point-based address data bases/data sets and range-based address data bases/data sets from all external agencies, organizations, commercial entities or other parties external to the City of Tampa.

In partnership with the Purchasing Department, Revenue & Finance Department, City Attorney's Office and other responsible functional department(s), T&I shall provide technical guidance, analysis, oversight and coordination for the preparation and evaluation of all Requests For Proposals (RFPs), Requests For Quotation (RFQs), Invitations to Bid (ITBs), Single Sources (SSs) and Requests For Information (RFIs) related to address management.

The City of Tampa formally identifies T&I as the organization responsible for the production of master address information. T&I also shall be responsible for data reformatting and dissemination in a timely manner to all users of address information within the City. The users of information shall provide their requests for customized presentation of data or enhancements to address data sets to T&I using the processes defined by City Policy and



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the rules of IT governance defined by the City of Tampa IT Steering Committee and IT Governance Committee.

T&I Responsibilities

1. In partnership with data users, T&I shall create master address information for the City of Tampa using best industry practices and best available data sources.
2. T&I shall recommend the acquisition of supplementary address information compliant with City address management standards.
3. T&I shall prepare updates to the master address information for back-up, storage and on-going data management.
4. T&I shall provide quality assurance and quality control support to ensure the integrity of the master address information.
5. T&I shall publish and maintain City standards for address management. These standards will be applied to new and replacement systems / solutions to expedite fulfillment of needs. When needs fall outside existing standards, coordination will be expedited on a case by case basis.
6. In partnership with Purchasing and other responsible functional departments, T&I shall procure all Enterprise computer software and address management applications and coordinate the purchase of all departmental computer software and address management applications.
7. T&I shall provide an architecture roadmap for all address management systems.
8. T&I shall provide technical guidance and support to the City's Information Technology Steering Committee and Governance Committee and change management structure regarding address management systems.
9. T&I shall reformat and deliver address information for all city departments based on their specific needs. Where address-type identification numbers are required for non-structural facilities (i.e. water meters, fire hydrants, sidewalk permitting, traffic signals/cabinets, etc.) the user departments will provide their identification information to T&I and will cooperate fully with T&I to best determine the methodology and system to meet each department's individual needs.

Other City Department Responsibilities:

1. Coordinate with T&I for address management initiatives prior to procurement (regardless of the cost), including internally maintained and externally hosted address management systems. For developmental activities, T&I shall be involved from the conceptual stages and initial vendor presentations (coordinated through the Purchasing Department) in order to provide advice, consultation or support to the functional department. Independent departmentally-hosted vendor presentations relating to address management initiatives are not permissible under this policy.



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2. Provide T&I with updates of all address-type information used for non-structural facilities (i.e. water meters, fire hydrants, etc.) on a timely basis and in a format specified by T&I and on a schedule coordinated with T&I.
3. Include T&I in the annual project and program management governance review and validation to plan Fiscal Year T&I and department IT resource requirements.
4. Complete work order requests for address management-related activities through Department Liaisons (using SDE and/or through submission to the Information Technology Steering Committee) and track the progress of such activities using appropriate work flow management processes.

Authorized by Darrell Smith, Chief of Staff, May 26, 2010

REFERENCE

The standard described above has been developed internally by the City of Tampa. The standard is part of the T&I Service Catalog.

[City of Tampa – T&I Service Catalog](#)