

# Gainesville



2001

Citizen's  
Report





# your government

YOUR GOVERNMENT HAS OPERATED under a Commission-Manager form of government since 1927. The City Commission is responsible for enacting the ordinances and resolutions that govern the City. The City Manager, who is appointed by the City Commission, is responsible for the operations and management of all departments of City government except for those under the control of other charter officers. The City Manager implements the policy directives of the City Commission. The current organizational structure is depicted below.

The City provides its residents with a wide variety of municipal services including police and fire protection, comprehensive

land use planning and zoning services, code enforcement and neighborhood improvement. Construction and maintenance of the City's infrastructure is a very important ongoing service as are the planning and operation of the traffic engineering systems. Cultural opportunities, nature trails and parks, and recreation programs including a championship golf course help make Gainesville one of the most livable cities in the nation. The City provides refuse removal and recycling services through a contract with a franchised commercial operator. The City owns and operates a regional transit system serving the community, the University of Florida, and a portion of

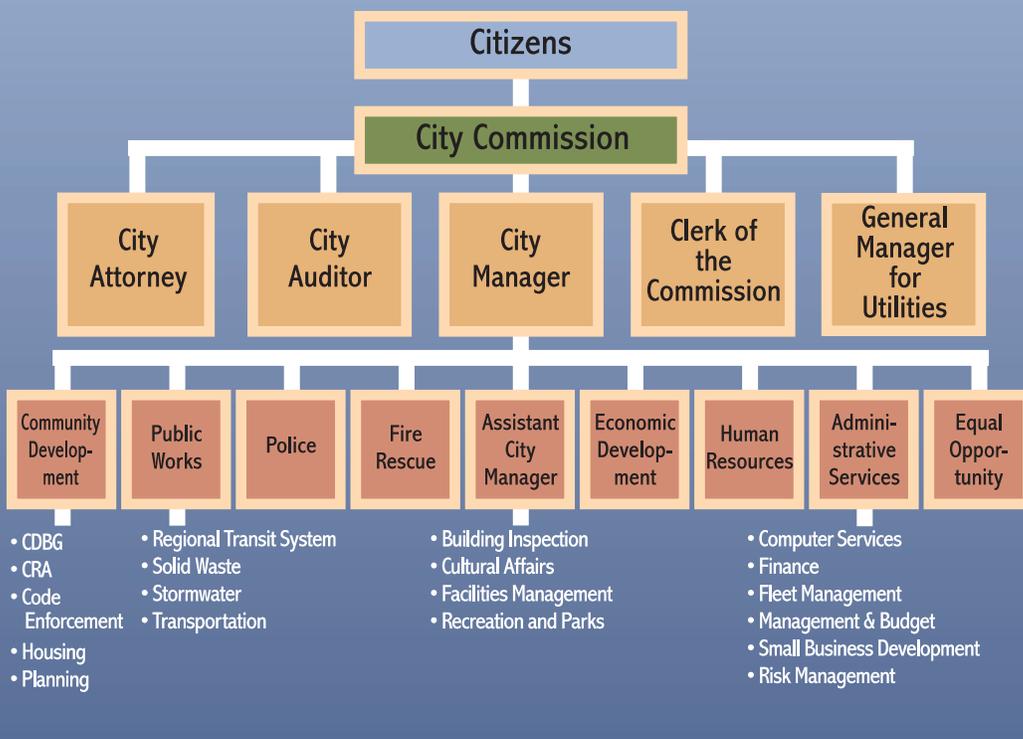
unincorporated Alachua County. The City also provides the administrative services to support these activities. The preceding services are accomplished through various City departments under the direct supervision and leadership of the City Manager.

Additionally, the City owns and operates a regional electric, water, wastewater, natural gas, and telecommunication utilities system. The General Manager for Utilities, who reports directly to the City Commission, oversees the utility operations.

The City's financial statements are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into seven fund types within three broad fund categories, plus two account groups.

The following pages provide descriptive information about the major services and programs of each City department, as well as an overview of the City's fund structure and the resources that finance those services and programs.

## Organization Chart







# departments

## assistant city manager

THE ASSISTANT CITY MANAGER reports directly to the City Manager and acts in place of the City Manager in his absence. The Assistant City Manager oversees administrative activities and functions of the following departments: Building Inspection, Cultural Affairs, Facilities Management, and Recreation and Parks. In addition, the Assistant City Manager is also responsible for coordinating the City's Federal Grant Lobbying efforts. (The Assistant City Manager's administrative expenses are included in the City Manager's budget.)

### building inspection

Building Inspection promotes the welfare of the residents of Gainesville by enforcing life-safety through the following codes: building, electrical, plumbing, mechanical, gas, and the life-safety code for existing and new buildings. The Department provides a pre-plan review service for owners and developers, permitting by fax, Fast Track permitting, and the ability to pay for these services by cash, check or major credit cards. Inspections are done within 24 hours of the request to provide prompt and efficient service delivery.

The Department's First Step Development Assistance Center provides a convenient one-stop location where a resident or developer may receive permitting and development review assistance in the areas of public works, planning, building, utilities, and life-safety.

The Department processed over 7,700 permits in 2001 totaling \$88.9 million in building valuation. Building Inspection goals and objectives for fiscal year 2002 are to provide prompt, efficient and

quality inspections, plan-review and permitting services to the residents of Gainesville.

17 BUDGETED POSITIONS  
TOTAL EXPENSES \$861,987

### cultural affairs

The Department of Cultural Affairs promotes, manages, and seeks to provide opportunities for access to the arts and events, providing a range of services not only to city residents, but also throughout Alachua County as well as North Central Florida.

The Department operates the Thomas Center, Wilhelmina Johnson Resource Center, Tench Building Artist Studios, and the Gainesville Community Plaza. Cultural Affairs produces the Master Calendar of Events, which serves as a planning tool for area businesses and individuals. The Department produces and promotes the ARTSREACH programs, the Thomas Center Galleries programs, the annual Hoggetowne Medieval Faire, and the Downtown Festival

and Art Show. They develop cultural and historic tourism, and serve as the Local Arts Agency for Alachua County. The Department's staff plans and coordinates the installation of the downtown area's holiday lighting, the Historic Holidays/Festival of Lights event, and New Year's Eve "Downtown Countdown", and the countywide "Gator Trails" exhibit. The new "Let's Go Downtown" concert series at the Gainesville Community Plaza has served to revitalize the downtown area, bringing music and family entertainment on a regular basis. The Department also produces annual events at the Plaza such as the "Salute to America" and "Celebration of African American Music Month."

Events Management oversees policy and permits on public property. The Division also administers the application process for the City's support services at 27 annual events such as the Spring Arts Festival, Homecoming Parade, Fifth Avenue Arts Festival, and others.

14 BUDGETED POSITIONS  
TOTAL EXPENSES \$1,380,565



*The Hoggetowne Medieval Faire held the first two weekends in February draws over 50,000 people who cheer enthusiastically as armored knights on horseback clash full tilt.*



community education classes, nature pre-school programs, and weekend and summer camp programs. The Natural Resource Management staff is responsible for conducting environmental assessments on undeveloped City land as well as a wide variety of habitat management practices on existing City owned parks and properties. The Division is also responsible for the operational upkeep and maintenance of over 2,000 acres, which includes the City's nine nature parks and other nature properties. Nature Operations completed the Sweetwater Branch Park project, located near the historic Matheson Center along a section of the Sweetwater Branch waterway. The project included the construction of a playground area, signage and picnic tables.

The Parks Division maintains the City's parks and tree canopy of over 25,000 trees. The City's "Tree-mendous" tree-planting program planted 1,100 additional trees this year along City streets, including NW 16th Street, Waldo Road, and NW 43rd Street. Two more medians along NE 1st Street were re-landscaped during 2001. In addition to the City road-way planting, there were 66 residential tree sponsors, and 329 sponsors who cared for trees planted on public right-of-way. The Parks Division is also responsible for maintaining the Evergreen Cemetery, which is currently involved in a program to gain placement on the National Registry of Historic Places.

The City's Ironwood Golf Course is a challenging championship course located in northeast Gainesville. Ironwood played host to the State-wide Special Olympics again in September 2001, and is proud of receiving the prestigious Audubon Sanctuary Certification. The new Ironwood Golf Course clubhouse has a full restaurant and bar, which serves lunch daily. Ironwood hosts many area charity golf tournaments, including the Chris Collingsworth Invitational, and the KTK Million Dollar Shootout.

95 BUDGETED POSITIONS  
TOTAL EXPENSES \$6,190,830

## administrative services

THE ADMINISTRATIVE SERVICES DIRECTOR reports directly to the City Manager and provides oversight to the departments of Computer Services, Finance, Fleet Management, Management and Budget, Risk Management, and Small Business Development. These internal support services are essential to the successful operation of the City. The Department coordinates the City's short and long-range financial planning efforts, performs trend analysis, and facilitates the ongoing strategic planning process.

2 BUDGETED POSITIONS  
TOTAL EXPENSES \$158,105

## computer services

Computer Services provides hardware and software support for all general government activities. The Department also oversees the purchasing of all computer-related items, and provides systems analysis to streamline internal operations and functions.

Computer Services addressed a major Finance and Human Resource/Payroll system upgrade during calendar year 2001. This upgrade brought about new functionality previously missing from these software packages, including document routing. A replacement website is under development, and will replace the website currently hosted by the State of Florida. The new website will give staff greater control over general functionality and content, as well as improved administration. New equipment, both hardware and network based, and intended to offer both performance and internal security, was purchased for this purpose. This purchase included a firewall, which prevents unauthorized Internet users from accessing the City's network. Upgrades to the City's Cashier systems were also undertaken this year to allow for enhanced tracking of payments.

14 BUDGETED POSITIONS  
TOTAL EXPENSES \$1,817,904

## finance

The Finance Department's primary responsibilities are to safeguard the City's assets, insure maximum utilization of revenues, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, and residents of the community. The Department offers General Accounting, Treasury, Revenue Recovery, Grant Fiscal Coordination, and Purchasing services to City departments. This includes providing financial analysis upon request, the preparation of the Comprehensive Annual Financial Report, billing and collection of revenue, administration and billing of occupational taxes, and processing of payroll and accounts payable. In addition, the Department oversees the coordination of all City purchasing, cash and investment management, pension management, debt management, mail services, and the disposition of all surplus property through public auction.

In fiscal year 2002, one of the primary focuses of the Department will be to implement the Governmental Accounting Standards Board Statement No. 34. GASB 34 represents the single largest change in the practice of governmental accounting and financial reporting. Its implementation will require significant changes in the manner in which financial information is collected, recorded and communicated.

44 BUDGETED POSITIONS  
TOTAL EXPENSES \$2,053,384

## fleet management

The centralized Fleet Management Department is responsible for the administration, specifications, repair, and maintenance of all City vehicles and equipment, with the exception of RTS. This diversified fleet of 1,371 primary and 467 secondary vehicles includes fire apparatus, police pursuit cars, construction equipment, bucket trucks, vans, sedans, and trucks of



# community development

COMMUNITY DEVELOPMENT PROVIDES long-range plans for the growth and development of the City and the preservation of its natural environment. The Department enhances the quality of existing neighborhoods and commercial areas through selected assistance in preservation and redevelopment, performs special studies, suggests changes in regulations, and reviews plans, zoning proposals, and other petitions. Petitions are presented to the Development Review Board, City Plan Board, Board of Adjustment, and Historic Preservation Board. The Department also reviews and suggests changes to the City's Comprehensive Plan, assists in the preservation of the City's historic districts, provides neighborhood planning services, and provides maps, graphics, and GIS work for the City.

Community Development is committed to providing housing assistance to low and moderate income families through state and federally funded programs. During 2001, the City received \$1.5 million

in Community Development Block Grant (CDBG) funding and \$697,000 in HOME funds, both federal programs. The Department also received over \$1 million of State Housing Initiatives Partnership (SHIP) funds. These sources were used to support a variety of housing, human services, economic development, and public facilities improvement projects in the community.

Community Development assists various local not-for-profit housing providers in their efforts to renovate and construct affordable homes for low-income families through land donations and technical assistance. The Department serves as a developer of new affordable housing with its Cedar Grove II project on Gainesville's eastside.

Community Development also administers the Community Redevelopment Agency (CRA). This year CRA expanded to include four districts, the new Eastside District, College Park/University Heights, Fifth Avenue/Pleasant Street, and the Downtown District (now

expanded to include the Depot area, Porter's Neighborhood and Southeast Historic District). CRA promotes revitalization through activities and programs designed to enhance quality of life in these areas. Several major redevelopment and streetscape projects are underway through CRA funding and assistance. Included are new sidewalks, brick crosswalks, pedestrian lighting, benches, and other enhancements.

The Code Enforcement Division is responsible for enforcing compliance with the City's Code of Ordinances including the zoning code, minimum housing code, commercial buildings code and hazardous/perilous land ordinance, among others. This enforcement enhances the visual integrity of the City's corridors and neighborhoods, making them attractive and stable places for new investments.

54.5 BUDGETED POSITIONS  
TOTAL EXPENSES \$5,195,965



*The Commerce Building, which will provide the new home for the Gainesville Area Chamber of Commerce and 60,000 square feet of office space, opened in February of 2002.*

# economic development

THE CITY'S ECONOMIC DEVELOPMENT Department functions as a focal point of contact for business development within the City. The Department provides information to businesses and other organizations on a variety of issues related to doing business and developing property in Gainesville. The main goals of the Department are to increase the availability of jobs to City residents, to promote the expansion of existing businesses, to diversify the City's workforce, and to enhance the local revenue base through marketing and promotional activities.

2 BUDGETED POSITIONS  
TOTAL EXPENSES \$1,810,454



# human resources

THE HUMAN RESOURCES DEPARTMENT develops, implements, and monitors systems and programs to recruit, hire, motivate, train, and retain a highly qualified and diverse workforce. Services are provided to all Charter Officers and City departments within general government and Gainesville Regional Utilities as well as contractually to the Gainesville-Alachua County Regional Airport Authority.

The Human Resources Department acts as a consultant to departments and an advisor to management

in the interpretation of personnel policies and procedures and labor agreements. The Department is involved in several areas related to creating a positive professional working environment for City employees. The Human Resources Department also provides career counseling and training to foster employment growth and development to all City employees.

21 BUDGETED POSITIONS  
TOTAL EXPENSES \$1,107,925



*Applicants completing on-line applications in lobby of Human Resources Department.*

# police

THE YEAR 2001 WAS ONE OF CHANGE and accomplishment for the Gainesville Police Department. With the transition to community Oriented Policing, which included the establishment of two districts in July 2000, the Department has been better able to serve the residents of Gainesville.

During 2001, North and South District personnel remained committed to crime prevention and education programs. As a result, ten new Neighborhood Crime Watch programs were established, and the North Main Street Business Owner's Association as well as the Southwest 13th Street Business Owner's Association were created to share crime prevention information among the business owners. In addition, the Districts were involved in two highly successful programs: Party Patrol, which is a grant-funded program whose goal is to identify and solve problems relating to loud parties, underage drinking, and excessive noise violations. Also, Operation ID, which provides crime prevention tips and property engraving to apartment residents.

Also during 2001, the Community Resource Division held two Citizen's Academies, a newly established program designed to provide residents with an in-depth look at how the Gainesville Police Department operates.

During the later part of 2001, the Management Analysis Bureau conducted the first two DataTrac sessions with the North and South District Commanders. DataTrac is a comprehensive management strategy that will enhance accountability by requiring commanders to be aware of crime and quality of life incidents within their area of command, and which fosters collaboration between commanders to address mutual issues of concern and management of resources. Throughout 2002, regularly scheduled DataTrac sessions will be held with operational and administrative commanders. These sessions are designed to ensure

awareness, follow-up, and problem resolution.

In the coming year, the goal of the Gainesville Police Department is to continue to expand on the above noted programs, and to implement new ones designed to increase public awareness of crime prevention issues. These programs will enhance and further develop the partnership between Department members, and the community they serve. Website: [www.gainesvillepd.org](http://www.gainesvillepd.org)

334.5 BUDGETED POSITIONS  
(Grant funded positions not included)  
TOTAL EXPENSES \$21,385,846



*North District Commander Rick Hanna makes a presentation to GPD Chief Botsford and command staff during a DataTrac session.*





























# City of gainesville

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