

Overview of Office, Scope and Responsibilities

Gainesville Code of Ordinances, Part I – Charter Laws, Article III - Administration

3.01. - Charter officers.

The charter officers provided for in this article are vested with Authority to administer the assigned duties of their offices including the employment and removal of all subordinate employees of their offices. They must make all appointments based on merit and fitness alone and, except as otherwise provided in this act, may remove nonprobationary personnel only for cause, obsolescence of position, budgetary restriction, or for other legitimate reasons. The charter officers may purchase and contract for supplies, materials, equipment, and services required to perform their assigned duties under procedures and limitations prescribed by the commission.

3.02. - City manager.

(1) Appointment; administrative head of municipal government; qualifications; terms; bond. The commission shall appoint a city manager who shall be the administrative head of the municipal government. The city manager is responsible for the efficient administration of all the departments except for those under the control of other charter officers. The city manager shall be appointed without regard to political beliefs, hold office at the will of the commission, and receive no salary for any portion of a salary period extending beyond termination of office. The city manager shall give bond for the faithful performances of this duty in such sum as the commission requires to protect the finances of the city.

(2) Powers and duties generally. The city manager:

- (a) Shall see that the laws and ordinances are enforced.
- (b) Shall propose ordinances to designate the job title of subordinates who are directors of departments.
- (c) Shall appoint and, except as otherwise provided in this act, may remove any director of a department at will.
- (d) May remove any nonprobationary subordinate officer or employee in a department for cause, obsolescence of position, or to satisfy budgetary restrictions.
- (e) Shall administer all departments and divisions created by the commission, except as otherwise provided in this act.
- (f) Shall attend all meetings of the commission, except as excused, with the right to take part in the discussion, but having no vote.
- (g) Shall recommend to the commission all measures necessary and expedient for the proper governance and management of the city.
- (h) Shall keep the commission fully advised as to the management, governance, and needs of the city.
- (i) Is the purchasing agent for the city subject to rules adopted by the commission. However, the power of purchase and sale granted to the city manager does not include the power to dispose of any public utility owned by the city.
- (j) Shall recommend an annual budget to the commission.
- (k) Shall perform all other duties prescribed by law, this act, ordinance, or direction of the commission.

Departments under the Oversight of the City Manager Charter

City Manager’s Office: The Office of the City Manager guides the organization in connecting neighbors to their government and aims to build civic trust through responsive and professional service delivery. The City Manager’s Office provides leadership, support and direction to General Government departments needed to successfully achieve the City’s Strategic Plan and performs other duties as assigned by the City Commission.

Core Services:

- Leadership and Supervision of General Government
- Community Partnership & Engagement
- Neighbor Advocacy
- Legislative Coordination
- Organizational Governance

Communications & Marketing: The Office of Communications & Marketing provides strategic communications services, government access broadcasting, creative services, media relations, crisis communication and education programs aimed at connecting neighbors to the information and services they need through effective and targeted marketing and communications efforts.

Core Services:

- Broadcasting and Video Production
- Public Information and Education
- Media Relations and Crisis Communications
- Website and Social Media Management
- Creative Services for Print and Digital

Financial Services: The Department of Financial Services is dedicated to providing the highest quality customer service to internal departments and neighbors via commitment to excellence, integrity and teamwork. The Department strives to maintain accurate accounting records, provide relevant and timely financial reports, and recommend sound financial policies and strategies to decision-makers to ensure the City's long-term financial success. The Department safeguards the City's assets via appropriate controls, manages the City's resources responsibly, and takes pride in performing its duties efficiently, effectively, reliably and accurately.

Core Services:

- Produce the City's Annual Comprehensive Financial Report
- Monitor the City's Financial Condition and Provide Financial Strategies to Ensure Fiscal Success
- Manage Accounting, Debt, Grant, Internal Control, Investment, Payroll, Procurement & Contracts, Mail, Revenues & Receivables, Treasury, and Financial Systems Administration Functions

Fire Rescue: The Gainesville Fire Rescue Department protects and serves through community involvement, education, prevention, and rapid intervention by professionals committed to excellence.

Core Services:

- Fire Suppression and Emergency Medical Services
- Fire Prevention, Safety Inspections and Investigations
- Fire and Life Safety Public Education
- Emergency Management Coordination

Gainesville Community Reinvestment Area: The Gainesville Community Reinvestment Area (GCRA) invests in underserved areas of Gainesville in an effort to revitalize the urban core, improve the quality of life of residents, and help our local economy grow and thrive.

Core Services:

- Development of Affordable and Workforce Housing
- Support Small Business and Entrepreneurs
- Promote Job Creation and Commercial Development
- Revitalize Downtown and GCRA Neighborhoods
- Incentive Business and Homeowners

Housing & Community Development: The Department of Housing & Community Development works toward the development of Gainesville as a livable city with a strong downtown, sustainable neighborhoods, vital activity centers and housing and social services to meet the needs of Gainesville neighbors.

Core Services:

- Affordable Housing Development, Home Rehabilitation & Neighborhood Revitalization
- Home Ownership & Housing Stabilization Assistance
- Assistance to Seniors and/or At-Risk Youth
- Job Training/Employment Opportunities

Human Resources: The Human Resources Department serves as a trusted business partner to all Charter Officers and departments across the City. The Department provides comprehensive human resources management expertise related to hiring, retaining and developing the talent needed to serve and support the Gainesville community.

Core Services:

- Recruitment and Hiring
- Classification and Compensation
- Employee and Labor Relations
- Professional Development and Training
- Performance Management

Office of Management & Budget: The Office of Management & Budget plans, develops and monitors the Financial and Operating Plan for General Government, provides internal consulting services for departments and projects, and monitors the City's Strategic Plan.

Core Services:

- Plans, Develops and Monitors General Government's Financial and Operating Plan.
- Provides Internal Management Consulting to Maximize Organizational Efficiencies and Project Management Services.
- Facilitates the Development of and Monitors the Progress on the Strategic Plan.

Parks, Recreation and Cultural Affairs: The nationally accredited Department of Parks, Recreation and Cultural Affairs aims to create meaningful experiences and a feeling of connection and belonging for all through exceptional programs and services with well-maintained parks, public places, natural resources, and historic sites.

Core Services:

- Cultural Facilities & Event Programming
- Parks Operations & Maintenance
- Recreational & Sports Programming
- Evergreen Municipal Cemetery Management
- Golf Course Operations

Police: The Gainesville Police Department is a full-service, community oriented policing law enforcement agency dedicated to partnering with neighbors for problem resolution.

Core Services:

- Community Policing and Investigations
- Community Support Services
- Crime Prevention
- Enforcement of State Laws and City Ordinances
- Emergency Response and Order Maintenance

Public Works: The Public Works Department manages the City's transportation, stormwater, solid waste and building facility systems to enhance the quality of life and to protect the public health, welfare and safety of the City's neighbors and community builders.

Core Services:

- Regulatory Compliance & Maintenance of the Transportation, Stormwater, Solid Waste and Facility Infrastructure Systems
- Solid Waste and Recycling Collection
- Emergency Response
- Traffic Safety & Operations

Risk Management: The Risk Management Department is committed to providing quality safety, loss control and benefits utilizing the most innovative approaches to reduce the overall cost of the City's exposures to risk.

Core Services:

- Administer the City's Risk Management Policies
- Procure Insurance and Medical Coverages and Review & Respond to All Claims
- Employee Well-Being Clinic and Programs
- Health and Retirement Benefits and Services

Sustainable Development: The Department of Sustainable Development focuses on contributing to a safe, equitable, and dynamic community by facilitating economic growth and development, sustainability, and delivering excellent City services.

Core Services:

- Development and Implementation of the City's Comprehensive Plan
- Support Safe and Organized
- Planning and Development of the City
- City Code Compliance and Enforcement
- Management of City's Real Estate Portfolio
- Economic Development
- Climate Change Coordination and Response

Technology: The Technology Department aims to embrace rapid innovation and improve the way people interact with the City's Enterprise Resource Planning system, Workday.

Core Services:

- Technical Support for Workday

- Data Conversion, Security, and Integration for Workday
- Customer Inquiries and Troubleshooting Assistance for Workday

Transportation: The Transportation Department works to enhance the quality of life in Gainesville by providing safe, courteous, equitable, reliable, cost effective, and energy-efficient Transportation, Parking, and Fleet Management services and choices.

Core Services:

- Transit Services
- Parking Operations
- Fleet Management Services
- Interconnectivity of Transportation Modes and Multimodal Networks
- Vision Zero

Wild Spaces Public Places: On November 8, 2022, Alachua County voters approved “Wild Spaces & Public Places (WSPP),” a one-half percent sales surtax to be collected in the county from January 1, 2023 to December 31, 2032. The tax revenue will be used to acquire and improve lands for conservation, wildlife habitat, water quality, and recreation, and to operate and maintain parks and recreational facilities.

Core Services:

- Implementation of the Wild Spaces Public Places Funded Projects