

LEGISLATIVE #

110052B

Memo



Date: 08/10/2010
 To: Paul Folkers, Assistant City Manager
 Via: Teresa Scott, Director of Public Works
 From: Debbie Leistner, Transportation Planning Manager
 Subject: Review of addressing procedures

Staff was asked to review the current City addressing procedures and the implications of transferring the addressing responsibility to Alachua County E-911. All City departments with addressing responsibility were interviewed (Public Works, Planning, and Building Departments). Staff also interviewed Alachua County E-911 and Growth Management Department staff, and conducted research of procedures used in other communities. Based on the information gathered it appears that the transfer of responsibility to E-911 would not negatively impact City services. The findings are presented in detail below.

City of Gainesville Work Flow

The *Public Works Department* is responsible for assignment of street names during design plat (preliminary). The Plans Examiner in the *Building Department* assigns the street addresses (numbering) before the issuance of building permits. Naming and addressing are regulated by adopted City ordinance; the naming convention is the same as used by E-911 with a few exceptions (the designation of 'Court', 'Road' and 'Way' is different and may require updating; as shown in the attached map the impact is minor). The Building Department is responsible for sending the new address information to E-911 and to the City's Planning Department. The *Planning Department* uses the assigned addresses to update the GIS database, and update land use and zoning atlases, parcel identification and to facilitate property searches in response to citizen inquiries.

Work load associated with addressing is time consuming and creates a back log and delays on other Building Department processes and tasks. Due to staffing constraints review and updates to the data are limited, generating inconsistencies that may affect emergency response times (corrections to existing assigned addresses must follow complex and time consuming procedures). *Figure 1* depicts the process work flow and provides a comparison to the E-911 process.

E-911 & Other Cities in Alachua County

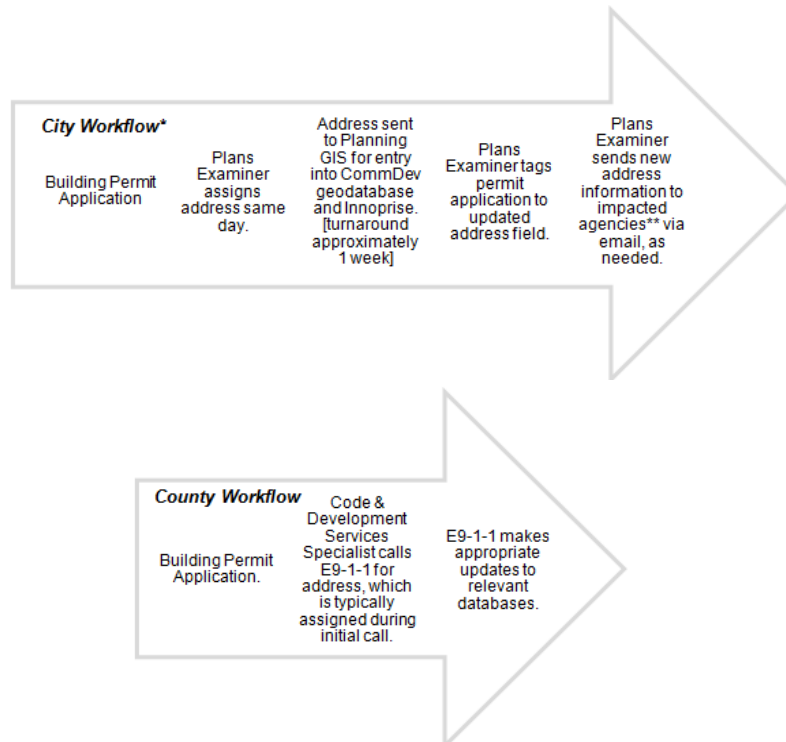
All cities in Alachua County with the exception of Gainesville and Micanopy, have addressing done by Alachua County E-911 through interlocal agreements. All cities interviewed provided positive feedback on E-911 services and their response time to requests. Service requests are typically originated by phone or fax from the municipalities. Addresses are assigned by E-911 following the National Emergency Number Association (NENA) guidelines. Addressing through E-911 is provided at no cost to the municipalities. Additional information on work procedures is provided in the Appendix.

The *City of High Springs* (Ann-Marie Dirocco) indicates that E-911 response to requests may take from a few minutes to a week depending on the type of request. Requests for same day service are infrequent but are typically accommodated by E-911 staff; addressing for site plans are completed within a day and for larger plats may take up to a week (generally a few addresses are provided within a day to allow the contractors to start building). The City of High Springs maintained the responsibility for addressing within the city's main core, historic district, due to public opposition to address standardization (citizens/owners wanted to keep the city's historic addresses).

Similar feedback was provided by the *City of Alachua* (Joye Emerson) and the *City of Newberry* (Connie Goode), where addressing issues are also resolved in coordination with E-911 with immediate response over the phone or within the same day.

The *City of Hawthorne* does not have a Planning or Building Department. All services are provided through an interlocal agreement with Alachua County, which includes addressing.

Figure 1. Summary of City of Gainesville and Alachua County Addressing Workflow



*Gainesville Code of Ordinances Part II, Chapter 23, Article II assigns the City Manager or designee control over street naming and addressing.

**Alachua County E-911, Alachua County Property Appraiser, COG Planning Department, US Postal Service, cable and phone providers.

Outside of Alachua County

No uniform approach for address assignment was identified in the communities sampled. The processes used in other counties in Florida vary greatly. Some counties have centralized addressing assignment and GIS data maintenance responsibility (Hernando County and Pasco County), others are working towards centralization of services (Orange County and Sarasota County), and others such as Marion County have decentralized assignment but centralized GIS maintenance under E-911.

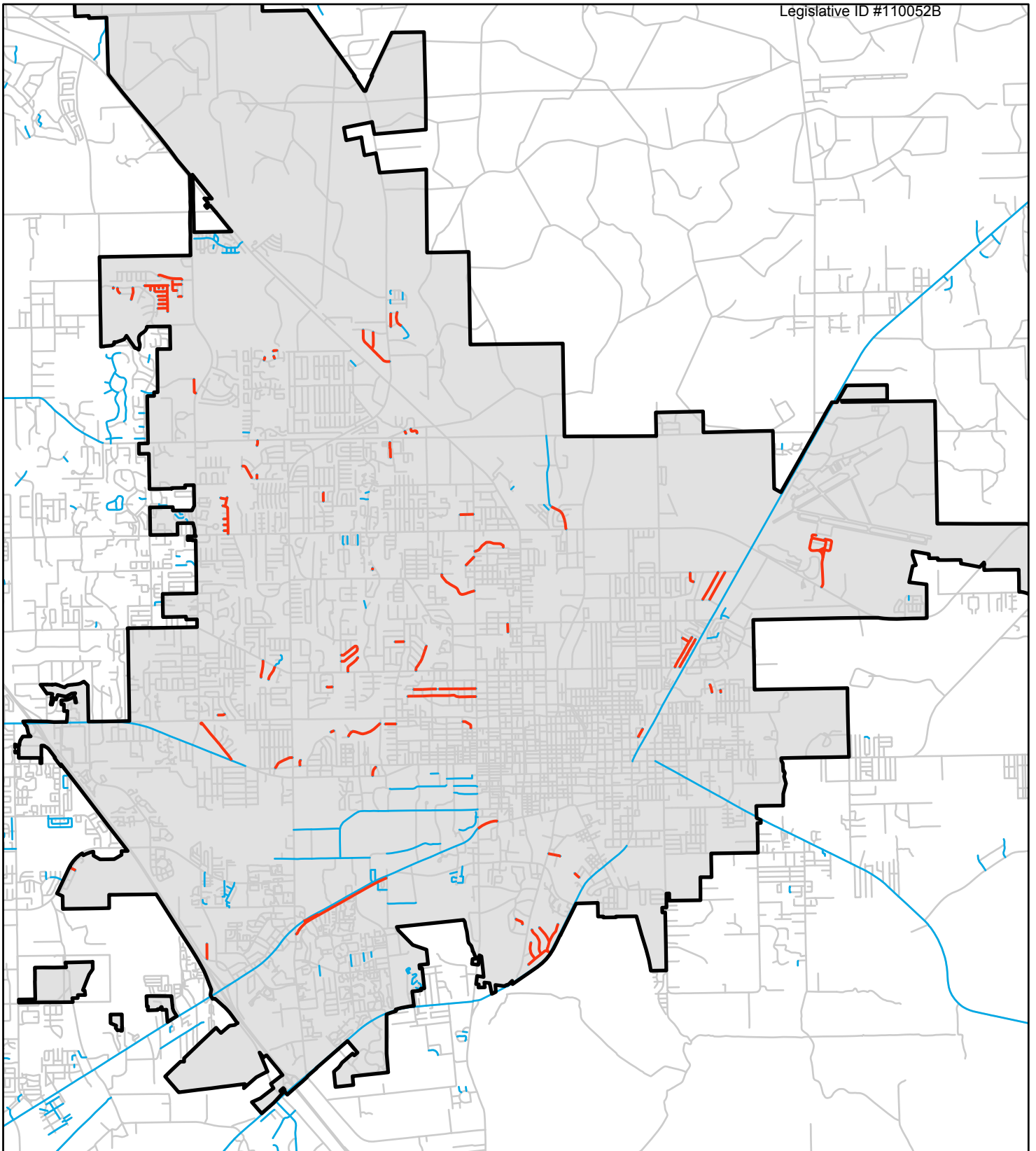
Findings & Recommendations

There are several advantages to the transfer of responsibility for addressing to E-911, namely better utilization of staff time, enhancement in data accuracy and consistency of addressing that will improve coordination with emergency services and response to incidents.

Potential disadvantages may include permitting delays during the transition period, short-term issues associated with addressing modifications/corrections made by E-911 and adjustment of city processes and procedures to incorporate a new work flow.

Based on the interviews conducted and the initial overview of the processes involved, it appears that the transfer of addressing assignment responsibility to Alachua County E-911 would not have a negative impact on City services. Coordination between departments and with external agencies will be required to establish an interlocal agreement and new work flow procedures and responsibilities.




Cc: Doug Murdock, Building Official
Erik Bredfeldt, Planning and Development Services Director



Roadway Type: COURT, ROAD, WAY



Produced by Public Works
August 9, 2010

-  City Limits
-  City Owned
-  Owned by County, State, UF or Private

Appendix

Communication between Public Works (Jacob Kain) and E-911 (Diana Gijsselaers), August 10, 2010

1. Internally, our building department is currently notifying other agencies (such as cable/phone companies, property appraiser, USPS) following assignment of a new address or an address change. Under the interlocal agreements, who does this?

The Alachua County E911 Office would notify other agencies. This is a process we already follow for unincorporated Alachua County as well as the small municipalities that we handle addressing for.

2. What would trigger readdressing/renaming of streets in the City of Gainesville? Would certain inconsistencies be higher priorities to change? Who would facilitate that change?

Roadway name changes would be triggered if there are duplicate roadway names. For example, NW 34th Street currently has two separate segments with identical ranges, this would trigger a name change for the disconnected segment of the road. Identically named and ranged street segments would be the highest priority for change. The E911 Office would let COG Public Works know about this required change so that the street sign could be changed.

Alachua County follows the grid system that originates in the City of Gainesville. I am not aware of significant street renaming issues that would be required.

3. In speaking with the City of Waldo, we learned that following their interlocal agreement the entire city was readdressed. Could you tell me why that occurred?

The City of Waldo was re-addressed to conform with the Alachua County grid system. Named roadways were given numeric names. Gainesville would not require this kind of readdressing.