

CITY AUDITOR AND CLERK

Description of Operations

The Office of the City Auditor and Clerk provides a wide variety of administrative management and operational support for the following duties:

Heads the department of public records and acts as custodian of the records of all governmental and proprietary functions of the City of Sarasota and all departments and divisions of the City.

Makes recommendations or audit comments concerning the record of all governmental and proprietary functions of the City of Sarasota and all departments and divisions of the City annually or more frequently if required by the City Commission.

Directs the provision of a variety of administrative, management, and operational support services for the City Commission, including services for City Commission meetings and workshops.

Administers the at-large and district City Commission municipal election for the City of Sarasota.

Heads the Clerk's Services Division, which manages the City Commission agenda process for various meetings and workshops. Prepares a variety of agendas, which includes the collection and assembly of material from City departments, duplicating that material and distributing completed agenda books and packets to the Commissioners, administration, senior staff, media, and the public.

Heads the Commission Services Division, which prepares official minutes for various City Commission meetings and workshops.

Heads the Pension Department for general employees, fire, and police pension plans.

Manages and maintains records of all City real property and assets, and maintains a schedule of all outstanding bonds and other evidence of indebtedness.

Provides for the continuing codification of all ordinances of the City of Sarasota.

Heads the Auditing Department, which audits accounts at the end of each fiscal year or more often as required.

Heads the Central Records Department, which provides record management of retention for active records and destruction of inactive records, in accordance with State requirements.

Heads the Television Services Division, which broadcasts and records City Commission meetings and workshops, as well as a variety of internal and external events and activities. Coordinates all aspects of the City's government access channel and various other audio/video services, including television production, program development, scheduling, equipment selection, as well as support to public and staff in presentation conduct, technological support, and interactions relating to video records requests.

Department Expenditures by Cost Center

		FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
042681	COMMISSION SERVICES	200,295	229,462	253,401	0	253,401
042682	DEVELOPMENT APPROVAL APPLICATI	50,244	51,110	54,874	0	54,874
042683	SPECIAL PROJECTS	6,174	10,000	10,000	0	10,000
042684	CLERK ACTIVITIES	196,222	210,860	237,204	0	237,204
042685	SPECIAL MASTER - CODE ENFORCEMEN	44,844	43,313	43,313	0	43,313
042686	ELECTION EXPENSES	437	52,605	0	0	0

CITY AUDITOR AND CLERK

042688	AUDIT PROGRAM	133,884	131,615	139,906	0	139,906
042689	AUDIT RESEARCH/SUPPORT	30,637	30,116	31,863	0	31,863
042691	CENTRAL RECORDS	80,034	69,430	86,016	0	86,016
042692	INFORMATION MANAGEMENT	100,582	113,918	103,486	0	103,486
042694	TELEVISION\AUDIO VISUAL SERVICES	52,291	112,887	125,025	0	125,025
Totals		\$895,644	\$1,055,316	\$1,085,088	\$0	\$1,085,088

Department Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	712,957	817,074	865,224	0	865,224
Non Personal Expenditures	160,572	206,519	188,964	0	188,964
Capital Expenditures	22,115	31,723	30,900	0	30,900
Totals	\$895,644	\$1,055,316	\$1,085,088	\$0	\$1,085,088

Personnel Summary

Actual Positions	16.00	0.00	16.00
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Revenue Summary

	Total
CHARGES FOR SERVICES	9,500
	\$9,500

CITY AUDITOR AND CLERK COMMISSION SERVICES

Description of Operations

The Commission Services Division provides a wide variety of administrative management, and operational and technical support services for all activities relative to managing City Commission meetings and workshops.

Goal - Responsible City Government

To enhance, automate and streamline various processes and services provided to the city commission, administration, advisory boards and committees, internal and external departments and organizations, and the general public.

Objectives

Upon completion of development, implement new Electronic City Commission Agenda and Minutes Indexing System.

Provide adequate training to management and support personnel for utilizing and managing the new Electronic Agenda and Minute Indexing Software/System.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Proceedings recorded/transcribed	Number	105	96	100
Index of proceedings computerized	Number	105	96	100
Index of Commission action computerized	Number	105	96	100
Pages transcribed per week	Number	60	60	60
Effectiveness Measure				
Average days between meetings and completion of minutes	Number	5	5	5

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	182,292	205,962	231,165	0	231,165
Non Personal Expenditures	18,003	23,500	22,236	0	22,236
Capital Expenditures	0	0	0	0	0
Totals	\$200,295	\$229,462	\$253,401	\$0	\$253,401

Personnel Summary

Actual Positions	4.45	0.00	4.45
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CITY AUDITOR AND CLERK DEVELOPMENT APPROVAL APPLICATIONS

Description of Operations

The Development Approval Applications Division provides a wide variety of administrative management and operational support services relating to processing and managing the City of Sarasota's real property transactions, as well as development approval applications submitted by applicants.

Goal - Economically Vital Community

To enhance the process for managing and maintaining rezonings, special exceptions, street vacations, annexations, zoning variance petitions, development agreements, site and development plans and historic designation petitions.

Objectives

Manage and maintain the City's automated Billable Fee System for the purpose of tracking, billing and accounting for costs associated with processing development approval applications.

Continued training and knowledge of the Sarasota City Code and Land Development Regulations (LDR).

Continued training and knowledge of the City's Geographical Information System (GIS), Enhanced Billable Fee System and prototype Development Review Committee (DRC) on-line review systems.

Manage and maintain the City of Sarasota's automated enhanced Billable Fee System.

Continue to develop and implement more efficient processes for handling increased amount of petitions and notices per new Zoning Code (1998).

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Applications processed	Number	104	105	110
Documents recorded	Number	164	170	180
Effectiveness Measure				
Average hours to process applications	Number	20	40	50
Efficiency Measure				
Cost per application to process (avg)	Dollars	\$800	\$1,000	\$1,500

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	50,149	49,860	53,624	0	53,624
Non Personal Expenditures	95	1,250	1,250	0	1,250
Totals	\$50,244	\$51,110	\$54,874	\$0	\$54,874

Personnel Summary

Actual Positions	1.07	0.00	1.07
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CITY AUDITOR AND CLERK SPECIAL PROJECTS

Description of Operations

The Special Projects Division provides administrative management and operational support for various City Commission events and activities.

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Non Personal Expenditures	6,174	10,000	10,000	0	10,000
Totals	\$6,174	\$10,000	\$10,000	\$0	\$10,000

Personnel Summary

Actual Positions	0.00	0.00	0.00
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CITY AUDITOR AND CLERK

CLERK ACTIVITIES

Description of Operations

The Clerk Activities Division provides a wide variety of administrative management and operational support to the City Commission, administration, advisory boards and committees, departments, a variety of outside organizations and agencies, and the general public.

The Clerk Activities Division acts as the custodian of the official records of the City; handles all affairs concerning records of the City; authenticates documents of the City when required; assures proper execution and attestation to all written agreements, contracts, ordinances, resolutions and various other legal documents on behalf of the City when required; provides research from a variety of sources, i.e. Florida statutes, City and zoning codes, minutes indexing archives, ordinances, resolutions, deeds, easements, maps and parcel systems, City's intra-net and internet web sites, etc.

Additionally, the Clerk Activities Division manages all City Commission meetings and workshops; at-large and district City Commission municipal election; advisory boards and committees appointments; Manasota League of Cities Council; licensing and permitting of Vehicles for Hire; tracking of Van Wezel Performing Arts Hall performance contracts and agreements, etc.

Goal - Responsible City Government

To enhance, automate and streamline various processes and services provided to the City Commission, boards and committees, administration, internal and external departments and organizations, and the general public.

Objectives

Development of Phase I for the Electronic Agenda & Tracking Software/System.

Development of Phase I for the new Minute & Indexing Software/System.

Implement Phase I of the new electronic agenda and tracking software/system for City Commission meetings and workshops.

Implement Phase I of the new Minutes & Indexing Software/System for City Commission, and various advisory board and committee meetings and workshops.

Enhance computer technology software and hardware.

Provide adequate training for administrative management, operational, and technical support personnel.

Enhance automation of filing and indexing system.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Agenda packets prepared and distributed	Number	105	96	100
Effectiveness Measure				
Agenda packets distributed on a timely basis.	Percent	75	95	100

Goal - Responsible City Government

To effectively manage the Vehicle for Hire licensing program, the preparation of minutes for boards and committees and the applications, appointments and vacancies on City Advisory Boards.

Objectives

Reevaluate the City Code regarding Vehicle For Hire companies concerning strengthening regulations for licensing companies and drivers.

Institute a program for issuing licenses to drivers by reviewing criminal history background checks and driving records before licensing a driver, in order to assure safety to the public.

Review Vehicle for Hire licensing regulations by other municipalities for uniformity.

CITY AUDITOR AND CLERK CLERK ACTIVITIES

Develop an automated system for keeping track of City Advisory Board applications, appointments, and vacancies.

Standardize system of preparing minutes for boards and committees.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Vehicle for Hire permits and decals issued per vehicle to owners of co.	Number	162	202	230
Official documents maintained	Number	1,500	1,900	2,175
Documents filed and indexed	Number	2,880	3,580	4,200
City Commission municipal election held	Number	0	1	0
Vehicle for Hire licenses issued	Number	18	23	30
Property records (pgs) maint'd/recorded	Number	300	750	1,250

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	148,058	141,202	168,046	0	168,046
Non Personal Expenditures	43,608	56,158	55,658	0	55,658
Capital Expenditures	4,556	13,500	13,500	0	13,500
Totals	\$196,222	\$210,860	\$237,204	\$0	\$237,204

Personnel Summary

Actual Positions	2.90	0.00	2.90
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CITY AUDITOR AND CLERK

SPECIAL MASTER - CODE ENFORCEMENT

Description of Operations

The purpose of the Special Master is to hear appeals relative to the Unsafe Building Abatement Code, 1985 Edition, and the Standard Housing Code, 1991 Edition. The Special Master also hears cases relative to the issuance of code enforcement citations. The Special Master is serving current community needs because a strong code enforcement program is needed to protect the City.

Goal - Healthy Neighborhoods and Businesses

To enhance all City neighborhoods in order to make them better places to live.

Objectives

To hear all appeals and render decisions in a timely manner.

To render decisions that enforce the City codes.

To hold weekly meetings to hear cases docketed by the City and to hear those cases based on appeals of notices and citations by the public.

To render decisions relative to code violations.

To issue final orders on all citations that have not been complied, so that they may be recorded and placed as a lien against the property.

To uniformly enforce the codes of the City of Sarasota.

To suggest revisions to any current codes.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Cases heard	Number	1,059	1,112	1,168
Meetings held	Number	50	50	50
Hearings held	Number	589	876	880
Orders issued	Number	589	876	880
Efficiency Measure				
Fines and costs imposed	Dollars	\$348,887	\$359,354	\$366,331

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Non Personal Expenditures	44,844	43,313	43,313	0	43,313
Totals	\$44,844	\$43,313	\$43,313	\$0	\$43,313

Personnel Summary

Actual Positions	0.00	0.00	0.00
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CITY AUDITOR AND CLERK ELECTION EXPENSES

Description of Operations

The Office of the City Auditor and Clerk provides a wide variety of administrative management and operational support for administering the Election Expense Division for the City of Sarasota's at-large and district City Commission municipal elections.

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	0	27,827	0	0	0
Non Personal Expenditures	437	24,778	0	0	0
Totals	\$437	\$52,605	\$0	\$0	\$0

Personnel Summary

Actual Positions	0.00	0.00	0.00
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CITY AUDITOR AND CLERK AUDIT PROGRAM

Description of Operations

In accordance with Sections 4 and 5 of the City Charter, as well as Section 2-341 of the City Code, the audit staff of the City Auditor and Clerk's Office has the responsibility for carrying out an audit program involving an audit review of City departments, any functions, accounts and/or records where the City has interests. The goal of this program is to assist City administration and departmental management in carrying out management goals. This is accomplished by continual evaluation and testing of management's internal controls governing all City operations.

Goal - Responsible City Government

To provide City administration and department management with accurate and timely information regarding City operations and financial functions, in order to broaden their information base, assisting in the decision reaching process.

Objectives

To provide a continuous stream of reliable information to management through timely audit reporting.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Audits completed	Number	5	6	6
Effectiveness Measure				
Recommendations enacted	Percent	70	70	75

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	127,622	129,020	137,211	0	137,211
Non Personal Expenditures	2,879	2,595	2,695	0	2,695
Capital Expenditures	3,383	0	0	0	0
Totals	\$133,884	\$131,615	\$139,906	\$0	\$139,906

Personnel Summary

Actual Positions	2.18	0.00	2.18
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CITY AUDITOR AND CLERK

AUDIT RESEARCH/SUPPORT

Description of Operations

The Research/Support Division provides a wide variety of administrative management and operational support to performing research and support functions for the City Commission, administration, departments, a variety of outside organizations and agencies, and the general public.

Goal - Responsible City Government

To enhance, automate and streamline services and processes relative to research and support functions for the City Commission, administration, departments, a variety of outside organizations and agencies, as well as for the general public.

Objectives

To enhance the ability to provide research, informational, and support services to the public, other governmental agencies, staff members of other departments, and the City Commission, in a customer-oriented and resource efficient manner. This is measured in terms of ability to support the customers served in a timely fashion.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Inquiries on weekly basis	Number	1,800	2,250	3,500
Effectiveness Measure				
Inquires handled within 24 hours	Percent	80	89	92

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	30,637	29,966	31,713	0	31,713
Non Personal Expenditures	0	150	150	0	150
Totals	\$30,637	\$30,116	\$31,863	\$0	\$31,863

Personnel Summary

Actual Positions	0.32	0.00	0.32
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CITY AUDITOR AND CLERK CENTRAL RECORDS

Description of Operations

Central Records service level required:

Inactive records management (in accordance with State requirements)

Administration

Scheduling of retention for active records

Destruction of inactive records

Retrieval of record requests

Microfilming (in accordance with State requirements)

Preparation of records for filming

Indexing

Retrieval/copy service

Digital imaging

Preparation of records for imaging

Indexing the digital images

Posting these images on the city-wide intranet and the internet

Goal - Responsible City Government

To continue working to improve level of service to our customers, to include both active and inactive records access times, storage and retention support, and training of staff upon request.

To implement and refine the City's in-house imaging service operation, setting appropriate policy to safeguard City interests, and provide more, better, and faster access to public.

Objectives

To complete the incorporation of the City-wide file management software in the management of all inactive records, while at the same time assisting the other City departments in the use and training of the system at all user levels.

To continue improving our level of customer service and to maximize record handling efficiency through maximization of the capacity of Central Records, reducing delivery time of record requests and using the city-wide file management system to handle storage requests and research inquiries.

To incorporate a digital imaging system that will allow city-wide departments and the public to access information through the city-wide intranet and internet. Also, this service will allow faster requests of paper records by scanning upon request and forwarding to department electronically.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Boxes stored	Number	2,600	2,850	3,050
Box retrievals	Number	45	50	60
File retrievals	Number	800	850	900
Efficiency Measure				
Avg time for retrieval requests (minute)	Number	10	10	10
Avg time to re-file requests (minutes)	Number	5	5	5

CITY AUDITOR AND CLERK CENTRAL RECORDS

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	31,887	18,565	35,151	0	35,151
Non Personal Expenditures	36,780	36,610	37,465	0	37,465
Capital Expenditures	11,367	14,255	13,400	0	13,400
Totals	\$80,034	\$69,430	\$86,016	\$0	\$86,016

Personnel Summary

Actual Positions	0.82	0.00	0.82
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CITY AUDITOR AND CLERK INFORMATION MANAGEMENT

Description of Operations

Information Management Service Level:

Web page management

Creation, maintenance, and support of City web page, specifically: City calendar, City Commission and City Auditor & Clerk.

Electronic records management

City-wide filing systems support

Conduct records inventory

Facilitate automation

Maintain imaging databases and policy

Records creation control

Copy management

Correspondence management

Reports management

Administrative regulations management

City code, zoning code maintenance

Goal - Responsible City Government

To work in conjunction with the Information Systems & Technology Department (IST) to facilitate the deployment of integrated technologies throughout the Office of the City Auditor and Clerk and other City departments.

Objectives

To facilitate the City of Sarasota's information management needs, with respect to applications administered through the Office of the City Auditor and Clerk through the implementation of automation and workflow improvements.

This plan consists of many phases, some of which are: City-wide standardized file generation, including training in indexing and retention; imaging of public records beginning with the City Auditor and Clerk's Office; City-wide availability to scanned public records; ability to incorporate imaging within all departments; automated workflow related to agenda request preparation, agenda preparation, and minute indexing and retrieval; get it done status report tracking; and petition workflow and tracking.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Web page revisions	Number	8	8	10

CITY AUDITOR AND CLERK INFORMATION MANAGEMENT

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	97,197	111,685	101,253	0	101,253
Non Personal Expenditures	3,385	2,233	2,233	0	2,233
Capital Expenditures	0	0	0	0	0
Totals	\$100,582	\$113,918	\$103,486	\$0	\$103,486

Personnel Summary

Actual Positions	1.86	0.00	1.86
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CITY AUDITOR AND CLERK

TELEVISION\AUDIO VISUAL SERVICES

Description of Operations

This department coordinates all aspects of the City's government access channel and various other audio/video services, including television production, program development, scheduling, equipment selection, as well as support to public and staff in presentation conduct, technological support, and interactions relating to video records requests.

The work contributes to the efficiency and effectiveness of the Office of the City Auditor & Clerk and its ability to deliver consistently high quality service to City residents and staff.

Goal - Responsible City Government

To exploit the recent acquisition of additional funding for a new government access television station and its related labor resources, for the purposes of providing new and improved access to the public at large, and the transmission of critical information regarding public sector activities that previously went unnoticed.

Objectives

To maintain a consistently high quality of video taped recordings and live broadcasts of all City Commission meetings.

To develop and generate original programming for the government access channel including a magazine style City government show, a talk show featuring the City Manager and a police themed show.

To represent the City's interest via the government access channel, providing valuable City-related information to the citizens of Sarasota.

Performance Measures

Description	Unit	FY2000	FY2001	FY2002
Output Measure				
Commission meetings recorded	Number	72	72	72
City Commission meetings broadcast	Number	72	72	72
Public access channel broadcasts	Number	30	30	30
Public service announcements	Number	12	12	12

Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	45,115	102,987	107,061	0	107,061
Non Personal Expenditures	4,367	5,932	13,964	0	13,964
Capital Expenditures	2,809	3,968	4,000	0	4,000
Totals	\$52,291	\$112,887	\$125,025	\$0	\$125,025

Personnel Summary

Actual Positions	2.40	0.00	2.40
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