

CITY AUDITOR AND CLERK

Mission Statement

To provide effective administrative, operational and technical support services to the citizens' of the City of Sarasota in a timely and accurate manner, while maintaining necessary quality and efficiency.

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 and Community Redevelopment Agency (CRA) 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 agenda process for City Commission and Community Redevelopment Agency (CRA) meetings and workshops, Advisory Boards and Committees, Vehicle For Hire Program, ManaSota League of Cities, etc.

Heads the Commission Services Division, which prepares official minutes for City Commission and Community Redevelopment Agency (CRA) 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 Communication/Television Services Division, which broadcasts and records City Commission and Community Redevelopment Agency (CRA) 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.

CITY AUDITOR AND CLERK

Department Expenditures by Cost Center

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
042681 COMMISSION SERVICES	252,025	255,417	290,576	0	290,576
042682 DEVELOPMENT APPROVAL APPLICATIO	103,440	103,120	67,489	0	67,489
042683 SPECIAL PROJECTS	4,961	10,000	10,000	0	10,000
042684 CLERK ACTIVITIES	297,633	310,496	331,519	0	331,519
042685 SPECIAL MASTER - CODE ENFORCEMENT	39,000	43,313	43,313	0	43,313
042686 ELECTION EXPENSES	68,323		75,068	0	75,068
042688 AUDIT PROGRAM	156,451	153,875	168,533	0	168,533
042689 AUDIT RESEARCH/SUPPORT	38,263	34,536	35,994	0	35,994
042691 CENTRAL RECORDS	103,294	98,014	118,159	0	118,159
042692 INFORMATION MANAGEMENT	65,269	123,175	73,246	0	73,246
042694 TELEVISION\AUDIO VISUAL SERVICES	134,110	156,545	246,547	0	246,547
042695 SISTER CITIES	12,423		10,000	0	10,000
Totals	\$1,275,192	\$1,288,491	\$1,470,444	\$0	\$1,470,444

Department Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	940,604	969,176	1,088,253	0	1,088,253
Non Personal Expenditures	294,608	292,510	349,362	0	349,362
Capital Expenditures	39,980	26,805	32,242	0	32,242
Transfer Expenditures	0	0	587	0	587
Totals	\$1,275,192	\$1,288,491	\$1,470,444	\$0	\$1,470,444

Personnel Summary

Actual Positions	16.00	16.00	0.00	16.00
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
CHARGES FOR SERVICES	12,211	20,050	20,150	0	20,150
OTHER MISCELLANEOUS REVENUES	174	2,150	2,150	0	2,150
INTRAGOVERNMENTAL SERVICES	0	0	40,753	0	40,753
Totals	\$12,385	\$22,200	\$63,053	\$0	\$63,053

CITY AUDITOR AND CLERK COMMISSION SERVICES

Mission Statement

To provide official records of minutes for City Commission and Community Redevelopment Agency (CRA) meetings and workshops.

Description of Operations

The Commission Services Division provides a wide variety of administrative management, and operational support services for activities relative to providing official records of minutes for all City Commission and Community Redevelopment Agency (CRA) meetings and workshops.

Strategic Concern - Operational Focus

Strategy

To enhance, automate and streamline various processes and services relative to providing official records of minutes and indexing for City Commission and Community Redevelopment Agency (CRA) meetings and workshops.

Task

Implementation of the new Electronic Minutes Indexing Software/System.

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

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Proceedings recorded/transcribed	Number	93	98	103	108
Index of proceedings computerized	Number	93	98	103	108
Index of Commission action computerized	Number	93	98	103	108
Pages transcribed per week	Number	85	90	100	105
Effectiveness Measure					
Average days between meetings and completion of minutes	Number	5	5	5	5

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	241,892	233,417	275,576	0	275,576
Non Personal Expenditures	10,133	22,000	15,000	0	15,000
Totals	\$252,025	\$255,417	\$290,576	\$0	\$290,576

Personnel Summary

Actual Positions	4.15	4.85	0.00	4.85
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CITY AUDITOR AND CLERK DEVELOPMENT APPROVAL APPLICATIONS

Mission Statement

To maintain an effective, accurate and efficient process for managing real property related transactions and development approval applications in a timely manner, while maintaining necessary quality of work.

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.

Strategic Concern - Operational Focus

Strategy

To continue to enhance the process for managing and maintaining applications for rezonings, conditional uses, street vacations, annexations, zoning variance requests, development agreements, off-site and shared parking agreements, site plans, historic designations, sidewalk cafe permits, street name change requests, and comprehensive plan amendments.

Task

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) as updated by Phase II.

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

Continue to develop and implement more efficient processes for handling increased amount of development applications filed each year and increased notice requirements per Zoning Code (2002).

Improve neighborhood understanding of development review process.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Applications processed	Number	170	216	220	230
Documents recorded	Number	177	180	183	190
Effectiveness Measure					
Average hours to process applications	Number	20	25	25	30
Efficiency Measure					
Cost per application to process (avg)	Dollars	\$1,000	\$1,500	\$1,500	\$2,000

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	101,338	98,570	62,639	0	62,639
Non Personal Expenditures	2,102	4,550	4,850	0	4,850
Totals	\$103,440	\$103,120	\$67,489	\$0	\$67,489

Personnel Summary

Actual Positions	1.92	1.07	0.00	1.07
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**CITY AUDITOR AND CLERK
DEVELOPMENT APPROVAL APPLICATIONS**

Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
INTRAGOVERNMENTAL SERVICES	0	0	40,753	0	40,753
Totals	\$0	\$0	\$40,753	\$0	\$40,753

CITY AUDITOR AND CLERK SPECIAL PROJECTS

Mission Statement

To provide effective administrative, operational, and technical support services to the City Commission, Manasota League of Cities (MSLC), Celebrate Sarasota, and various other boards/committees in a timely and accurate manner.

Description of Operations

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

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Non Personal Expenditures	4,961	10,000	10,000	0	10,000
Totals	\$4,961	\$10,000	\$10,000	\$0	\$10,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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CITY AUDITOR AND CLERK

CLERK ACTIVITIES

Mission Statement

To provide effective administrative, operational and technical support services to the citizens' of the City of Sarasota in a timely and accurate manner, while maintaining necessary quality and efficiency.

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 and Community Redevelopment Agency (CRA) 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.

The Clerk Activities Division manages the Vehicle for Hire program and the licensing of companies and drivers. Manages the issuing of licenses to drivers by reviewing criminal history background checks and driving records before licensing a driver in order to assure safety to the public. Periodically reviews the insurance certificates of the Vehicle for Hire companies to assure the vehicles are insured to provide protection to the City and the public. Monitors and receives complaints from the public, Vehicle for Hire companies and drivers regarding conduct and activities of drivers and Vehicle for Hire companies. Works with keeping the Police Department advised of registered companies for enforcement purposes.

Continually reviews the Vehicle for Hire licensing regulations by other municipalities for uniformity.

Clerk Activities Division works with the Sister Cities program, the Florida League of Cities, and the Manasota League of Cities in coordinating various events in which the City participates. In addition, the Clerk Activities Division handles the preparation and distribution of St. Armands BID District for notice of meetings and agendas for all Board of Director's meetings.

Updates and distributes the calendar of City Commission and Community Redevelopment Agency (CRA) meetings and workshops to City departments and the press, as well as maintains the calendar of meetings on the internet.

Responsible for the distribution of the City Code and Zoning Code books and supplements.

Strategic Concern - Intergovernmental Collaboration

Strategy

Influence Regional Meeting Frequency and Schedules

Task	Current Funding	Fiscal Year Completed	Funds Required
Continue to participate in the Council of Governments and Manasota League of Cities. Status - Ongoing.	Yes	2005	\$0

Strategic Concern - Operational Focus

Strategy

To enhance, automate and streamline various processes and services provided to the City Commission, Community Redevelopment Agency (CRA), advisory boards and committees, administration, internal and external departments/organizations, and the general public.

CITY AUDITOR AND CLERK

CLERK ACTIVITIES

Task

Continuous development of the Phase I of the new electronic agenda and tracking software/system for City Commission and Community Redevelopment Agency (CRA) meetings and workshops.
 Continuous development of Phase I of the new Minutes & Indexing Software/System for City Commission, Community Redevelopment Agency, (CRA) and various advisory board and committee meetings and workshops.
 Enhance computer technology software and hardware within the Office of the City Auditor and Clerk.
 Continuous training for administrative management, operational, and technical support personnel.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Agenda packets prepared and distributed	Number	103	117	123	125
Effectiveness Measure					
Agenda packets distributed on a timely basis	Percent	92	100	100	100

Strategic Concern - Operational Focus

Strategy

To continuously enhance various programs and procedures of operations through methods of streamlining and technological automation.

Task

Continue to enhance through automation the Vehicle For Hire Program for licensing companies and drivers.
 Continue to enhance through automation the issuance of licenses to drivers by reviewing criminal history background checks and driving records before licensing a driver, in order to assure safety to the public.
 Continually review of the Vehicle for Hire licensing regulations by other municipalities for uniformity.
 Develop an automated system for keeping track of City Advisory Board applications, appointments, and vacancies.
 Standardize system of preparing minutes for boards and committees.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Official documents maintained	Number	2,486	2,538	3,250	3,450
Documents filed and indexed	Number	3,580	4,500	4,800	5,300
City Commission municipal election held	Number	1	2	0	1
Vehicle for Hire licenses issued to co.	Number	19	19	23	28
Property records (pgs) maint'd/recorded	Number	968	1,250	1,400	1,550
Vehicle for Hire drivers licenses issued	Number	278	350	305	350
Vehicle for Hire permits and decals issued per vehicle to owners of co.	Number	196	200	203	210

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	169,540	155,160	174,793	0	174,793
Non Personal Expenditures	115,855	140,336	141,289	0	141,289
Capital Expenditures	12,238	15,000	15,437	0	15,437
Totals	\$297,633	\$310,496	\$331,519	\$0	\$331,519

Personnel Summary

Actual Positions	2.35	2.50	0.00	2.50
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CITY AUDITOR AND CLERK SPECIAL MASTER - CODE ENFORCEMENT

Mission Statement

To ensure a strong code enforcement program that will serve the community needs by enforcing the City codes, in order to protect City neighborhoods.

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.

Strategic Concern - Operational Focus

Strategy

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

Task

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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Meetings held	Number	50	50	50	50
Hearings held	Number	995	995	995	995
Orders issued	Number	995	995	995	995
Cases heard	Number	995	995	995	995
Efficiency Measure					
Fines and costs imposed	Dollars	\$300,000	\$300,000	\$300,000	\$300,000

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Non Personal Expenditures	39,000	43,313	43,313	0	43,313
Totals	\$39,000	\$43,313	\$43,313	\$0	\$43,313

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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CITY AUDITOR AND CLERK ELECTION EXPENSES

Mission Statement

To provide effective administrative, operational and technical support services for administering At-large and District City Commission Municipal Elections.

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 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	37,859	0	41,368	0	41,368
Non Personal Expenditures	30,464	0	33,700	0	33,700
Totals	\$68,323	\$0	\$75,068	\$0	\$75,068

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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CITY AUDITOR AND CLERK AUDIT PROGRAM

Mission Statement

The mission of the Internal Audit Office is to provide independent, objective assurance and advisory services designed to add value and assist all levels of administration in achieving City objectives by striving to provide a positive impact on the efficiency and effectiveness of the operations. The Internal Audit Office helps the City of Sarasota accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

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.

The Internal Audit department consists of an Audit Manager and one staff Internal Audit person. The Audit Manager reports to the City Auditor and Clerk.

Strategic Concern - Operational Focus

Strategy

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.

Task

To submit the audit plan to the City Auditor and Clerk for approval on an annual basis.
 To provide a continuous stream of reliable information to management through timely audit reporting.
 Develop a formal Audit Charter for approval by the City Auditor and Clerk.
 Develop and document guidelines for audit work paper documentation.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Audits completed	Number	6	6	6	6
Effectiveness Measure					
Recommendations enacted	Percent	n/a	n/a	n/a	n/a

Strategic Concern - Operational Focus

Strategy

Task

Perform formal performance evaluations for staff on an annual basis with interim feedback every 4-6 months.
 Attend at least 20 hours of continuing education in the Accounting/Auditing field.
 Encourage staff and management to seek professional certifications in the Accounting field (i.e., CIA, CMA).

Strategic Concern - Operational Focus

Strategy

Task

Complete 4-6 internal audits per year and provide results to all City Commissioners and Charter Officials.
 Discuss Internal Audit results with external auditors on a semi-annual basis.

CITY AUDITOR AND CLERK AUDIT PROGRAM

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	145,671	151,530	163,023	0	163,023
Non Personal Expenditures	5,805	2,345	5,510	0	5,510
Capital Expenditures	4,975	0	0	0	0
Totals	\$156,451	\$153,875	\$168,533	\$0	\$168,533

Personnel Summary

Actual Positions	2.18	2.18	0.00	2.18
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CITY AUDITOR AND CLERK

AUDIT RESEARCH/SUPPORT

Mission Statement

To maintain an effective official record-keeping management system to perform research and support functions.

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.

In the Research/Support Division it is necessary to have a thorough knowledge of the GAIN records information system and internet research techniques to quickly retrieve information when requested. Enter files into GAIN system in a manner that enables quick retrieval of records by this office and other departments; maintain the filing system, purge and box files to be sent to Central Records and keep accurate records of the location of the files.

Strategic Concern - Operational Focus

Strategy

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.

Task

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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Inquiries on weekly basis	Number	2,259	3,425	3,580	4,250
Effectiveness Measure					
Inquires handled within 24 hours	Percent	89	90	92	97

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	38,240	34,536	35,994	0	35,994
Non Personal Expenditures	23	0	0	0	0
Totals	\$38,263	\$34,536	\$35,994	\$0	\$35,994

Personnel Summary

Actual Positions	0.32	0.32	0.00	0.32
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CITY AUDITOR AND CLERK CENTRAL RECORDS

Mission Statement

To continue to provide quality records management services throughout City departments and the public, and to develop and maintain records management practices in conjunction with advancing records management technology.

Description of Operations

Central Records service level required:

I. Inactive records management (in accordance with State requirements)

1. Administration:
 - a. Scheduling of retention for active records.
 - b. Destruction of inactive records.
 - c. Retrieval of record requests.

II. Microfilming (in accordance with state requirements):

1. Preparing of records for filming.
2. Indexing.
3. Retrieval/copy service.

III. Digital Imaging:

1. Preparation of records for imaging.
2. Indexing the digital images.
3. Posting these images on the city-wide intranet and internet.

Strategic Concern - Operational Focus

Strategy

To continue to improve the level of service to our customers, including both active and inactive record retrieval times, to provide storage and retention support, and training of other city departments upon request.

To implement and refine the City's in-house imaging service operation, adhering to policies to safeguard City interests, and to provide better and faster access of more records to the public.

Task

To maintain and refine the city-wide automated records management system to effectively manage all inactive records, in conjunction with assisting other City departments in the use and training of the system at all user levels.

To improve our level of customer service and maximize record handling efficiency by reducing delivery time of record requests and utilizing the city-wide file management system to handle storage requests and research inquiries.

To continue to incorporate the digital imaging system located at Central Records and the City Auditor and Clerk's Office allowing these and other City departments to provide more information to the public at a faster and more efficient manner through the City's Intranet and the Internet.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Boxes stored	Number	2,850	3,073	3,100	3,200
Box retrievals	Number	50	50	55	60
File retrievals	Number	820	850	850	875
Efficiency Measure					
Avg time for retrieval requests (minute)	Number	10	10	10	10
Avg time to re-file requests (minutes)	Number	5	5	5	5

CITY AUDITOR AND CLERK CENTRAL RECORDS

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	40,208	43,340	62,894	0	62,894
Non Personal Expenditures	56,563	46,019	46,023	0	46,023
Capital Expenditures	6,523	8,655	8,655	0	8,655
Transfer Expenditures	0	0	587	0	587
Totals	\$103,294	\$98,014	\$118,159	\$0	\$118,159

Personnel Summary

Actual Positions	0.82	0.66	0.00	0.66
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CITY AUDITOR AND CLERK INFORMATION MANAGEMENT

Mission Statement

To provide quality Information Service practices throughout city departments. This involves maintaining Administrative Regulations, proofing City Code and Zoning Codes for distribution, Web-page Management, and Scanning and Indexing projects.

Description of Operations

Information Management Service Level:

I. Web page management:

1. Maintain, and support of City web page, specifically: City calendar, City Commission and City Auditor & Clerk pages.

II. Electronic records management:

1. City-wide filing systems support;
 - a. Conduct records inventory.
 - b. Facilitate automation.
 - c. Maintain imaging databases and policy.
2. Records creation control:
 - a. Copy management.
 - b. Correspondence management.
 - c. Reports management.

III. Administrative Regulations management.

IV. City Code, Zoning Code maintenance.

Strategic Concern - Operational Focus

Strategy

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

Task

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

This working 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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Web page modifications	Number	96	96	96	96
Agendas added to imaging Sys.. Doc Depot	Number	104	300	200	200
Minutes added to imaging sys.. Doc Depot	Number	1,400	100	150	50
Ord. & Resolutions added to imaging sys.	Number	500	1,500	1,500	100

CITY AUDITOR AND CLERK INFORMATION MANAGEMENT

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	55,039	117,942	68,013	0	68,013
Non Personal Expenditures	326	2,233	2,233	0	2,233
Capital Expenditures	9,904	3,000	3,000	0	3,000
Totals	\$65,269	\$123,175	\$73,246	\$0	\$73,246

Personnel Summary

Actual Positions	1.86	1.22	0.00	1.22
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CITY AUDITOR AND CLERK

TELEVISION\AUDIO VISUAL SERVICES

Mission Statement

To provide original programming for the government access channel with magazine style city government shows that represent the city's interests, and provides the public with valuable city related information.

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.

Strategic Concern - City/Stakeholder Communication and Engagement

Strategy

Enhance Media/Marketing/Communication Effort

Task	Current Funding	Fiscal Year Completed	Funds Required
Develop monthly/bimonthly media marketing package with positive City projects and events to promote interest in City and incorporate attendance at City-sponsored events, e.g., town hall meetings, community forum, etc. Status - Task is not currently being performed, task would be accomplished and coordinated by the new Public Information Officer upon hiring and could be accomplished with the current resources of the department.	Yes	2005	\$0
Content management and updates to website facilitated through PIO. Status - Task is currently being performed for the City Auditor and Clerk's webpage by other staff and will transfer to the new Public Information Officer upon hiring. Updates are made based on information provided by City Auditor and Clerk and actions by the City Commission. Task can be accomplished through the PIO with current resources of the department.	Yes	2005	\$0

Strategic Concern - Operational Focus

Strategy

To continue to utilize the funding available for a government access television station and its related labor resources. To continue to provide improved access to the public at large, through the transmission of City Commission and Planning Board and Board of Adjustment Meetings, as well as transmitting critical information regarding public sector activities that previously went unnoticed. To continue to provide quality original programming and public service announcements.

Task

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

To continue generating 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.

**CITY AUDITOR AND CLERK
TELEVISION\AUDIO VISUAL SERVICES**

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Commission/Board meetings recorded	Number	84	96	96	100
City Commission meetings broadcast	Number	84	96	96	100
Original programming broadcasts	Number	12	36	36	36
Public service announcements	Number	4	6	6	6

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	110,817	134,681	203,953	0	203,953
Non Personal Expenditures	16,953	21,714	37,444	0	37,444
Capital Expenditures	6,340	150	5,150	0	5,150
Totals	\$134,110	\$156,545	\$246,547	\$0	\$246,547

Personnel Summary

Actual Positions	2.40	3.20	0.00	3.20
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CITY AUDITOR AND CLERK SISTER CITIES

Mission Statement

To foster international relationships between Sarasota and cities that have similar interests by creating exchanges in areas of culture, education, tourism, and government.

Description of Operations

The Sarasota Sister Cities Association (SSCA) was created as a corporate entity 501 (3) (c) to encourage understanding, knowledge and concern for the City of Sarasota and its sister cities; to undertake activities that will encourage educational, cultural and economic programs; and act as a coordinating agency in fulfilling the goals of the association and the City of Sarasota. The SSCA supports the mission of its' parent organization, Sister Cities International (SCI), and pays annual dues to SCI. SCI was established in 1956 under then President Eisenhower as a nonprofit citizen diplomacy network with the mission of promoting world peace through mutual respect, understanding and cooperation. SCI is a non-profit diplomacy network which serves to create and strengthen partnerships between communities within the United States and international communities to increase global cooperation at the municipal level, to promote cultural understanding and to stimulate economic development. SCI provides assistance to local communities to stimulate environments through which communities will creatively learn, work, and solve problems together through reciprocal culture, educational, municipal, business, professional and technical exchanges and projects.

SSCA's objective is to develop respect, understanding and cooperation through citizen diplomacy. In addition, according to an agreement between SSCA and the City of Sarasota (9/14/2003), the City Commission has final approval as to the designation and number of Sister Cities. This agreement ensures that support for official Sister City relationships has been negotiated between SSCA and the government of the City of Sarasota. The City of Sarasota budgets \$10,000 annually to provide ongoing support for the Sarasota Sister Cities Association. Eligible expenses are submitted by the Sarasota Sister Cities Association to the City of Sarasota for reimbursement.

Strategic Concern - Operational Focus

Strategy

Provide administrative or in-kind support to SSCA.

Task

Represent the City of Sarasota by attending Executive Board meetings and General Board meetings as appropriate. Meetings are generally held once per month.

Strategic Concern - Operational Focus

Strategy

Provide financial support to help promote SSCA.

Task

Annually, work with SSCA board members to request funding and support from City Commission in the amount of \$10,000. Monies will be used to fund activities within SSCA and promote the City of Sarasota.

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Non Personal Expenditures	12,423	0	10,000	0	10,000
Totals	\$12,423	\$0	\$10,000	\$0	\$10,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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