

# CITY AUDITOR AND CLERK

## **Mission Statement**

The City Auditor and Clerk serves as clerk to the city commission and recorder of all its official actions. The City Auditor and Clerk is the administrator and custodian of the official records of the City of Sarasota. The City Auditor and Clerk make recommendations or audit comments concerning the records of all governmental and proprietary functions of the city. The City Auditor and Clerk serves as the election official for the City. The City Auditor and Clerk serves as the Pension Administrator of the General employees and Police Pension Plans. The City Auditor and Clerk perform other duties and exercise other authority as necessary to the administration of the City.

## **Description of Operations**

The Office of the City Auditor and Clerk provides a wide variety of administrative management and operational support for the City of Sarasota.

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 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
042681 COMMISSION SERVICES	217,994	230,101	219,345	0	219,345
042682 DEVELOPMENT APPROVAL APPLICATIO	62,086	72,144	82,719	0	82,719
042683 SPECIAL PROJECTS	8,950	10,000	10,000	0	10,000
042684 CLERK ACTIVITIES	297,955	336,190	380,355	0	380,355
042685 SPECIAL MASTER - CODE ENFORCEMENT	34,688	43,313	43,313	0	43,313
042686 ELECTION EXPENSES	78,949		85,000	0	85,000
042688 AUDIT PROGRAM	153,582	183,317	201,360	0	201,360
042689 AUDIT RESEARCH/SUPPORT	36,521	38,273	37,839	0	37,839
042691 CENTRAL RECORDS	84,606	123,358	146,938	0	146,938
042692 INFORMATION MANAGEMENT	81,684	78,457	86,543	0	86,543
042694 TELEVISION\AUDIO VISUAL SERVICES	231,581	384,472	426,916	0	426,916
042695 SISTER CITIES	11,877	10,000	10,000	0	10,000
Totals	\$1,300,473	\$1,509,625	\$1,730,328	\$0	\$1,730,328

## Department Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	981,504	1,081,779	1,211,795	0	1,211,795
Non Personal Expenditures	288,416	394,609	461,453	0	461,453
Capital Expenditures	29,966	32,642	56,492	0	56,492
Transfer Expenditures	587	595	588	0	588
Totals	\$1,300,473	\$1,509,625	\$1,730,328	\$0	\$1,730,328

## Personnel Summary

Actual Positions	15.00	15.00	0.00	15.00
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## Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
CHARGES FOR SERVICES	19,599	22,400	20,400	0	20,400
OTHER MISCELLANEOUS REVENUES	40	380	30	0	30
INTRAGOVERNMENTAL SERVICES	21,057	20,000	24,600	0	24,600
Totals	\$40,696	\$42,780	\$45,030	\$0	\$45,030

# CITY AUDITOR AND CLERK COMMISSION SERVICES

## Mission Statement

To maintain an effective, accurate and efficient process for managing official records of minutes for all 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 PLAN

### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - Increase federal and state aid for local projects through a proactive legislative/lobbying strategy.

**Objective** - Provide training to staff on how to aggressively seek federal and state aid through the legislative/lobbying process.

Task	Current Funding	Fiscal Year Completed	Funds Required
Arrange for a well qualified lobbyist to conduct a training session for all department heads through a retreat-type format. Status - This task will be completed prior to the next legislative session.	Yes	2007	\$0

**Objective** - Organize staff efforts to lobby for aid or legislative change through the creation of lobbying policy and procedures.

Task	Current Funding	Fiscal Year Completed	Funds Required
Create an inventory of special areas of interest and expertise of department heads for easy reference to assure the City can respond quickly and effectively to requests to lobby for aid or legislative change. Status - This task will be completed in the first quarter of FY 2006/07.	Yes	2007	\$0
Develop a policy and procedure to assure effective lobbying efforts. Status - This task will be completed in FY 2006/07.	Yes	2007	\$0

## 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

Streamline and implement new Minutes Indexing process and procedures.

Description	Unit	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Proceedings recorded/transcribed	Number	98	81	70	70
Index of proceedings computerized	Number	98	81	70	70
Index of Commission action computerized	Number	98	81	70	70
<b>Effectiveness Measure</b>					
Average days between meetings and completion of minutes	Number	5	5	3	3

# CITY AUDITOR AND CLERK COMMISSION SERVICES

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	214,329	215,101	204,245	0	204,245
Non Personal Expenditures	3,665	15,000	15,100	0	15,100
Totals	\$217,994	\$230,101	\$219,345	\$0	\$219,345

## Personnel Summary

Actual Positions	3.05	2.50	0.00	2.50
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## Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	404	0	0	0	0
Totals	\$404	\$0	\$0	\$0	\$0

# 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.

## 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.

Continue training to improve knowledge of the Sarasota City Code and Land Development Regulations (LDRs), as updated.

Continue training to improve knowledge of the City's Geographical Information System (GIS), as updated. Work with users of the Billable Fee System to enhance processes as possible.

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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Applications processed	Number	216	187	406	400
Documents recorded	Number	180	78	140	140
<b>Effectiveness Measure</b>					
Average hours to process applications	Number	25	30	16	18
<b>Efficiency Measure</b>					
Cost per application to process (avg)	Dollars	\$1,000	\$989	\$775	\$850

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	60,051	67,294	77,869	0	77,869
Non Personal Expenditures	2,035	4,850	4,850	0	4,850
Totals	\$62,086	\$72,144	\$82,719	\$0	\$82,719

## Personnel Summary

Actual Positions	1.07	1.07	0.00	1.07
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## Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	12,615	20,000	21,000	0	21,000
Totals	\$12,615	\$20,000	\$21,000	\$0	\$21,000

# 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), and various other boards/committees in a timely and efficient manner.

## Description of Operations

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

## STRATEGIC PLAN

### Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

**Strategy** - To ensure an empowered and informed citizenry, the City will employ outreach techniques.

**Objective** - To improve the ability of staff to communicate with citizens by performing a communications audit and using its findings to create an external communication plan.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Draft a contract with a communications firm to provide the audit. Status - The Department of General Services and the City Auditor and Clerk's Office are currently in the process of drafting a contract with a local communications firm to provide the audit.	Yes	2007	\$0
Contract with the communications firm to conduct the audit. Status - It is anticipated this contract will be completed by the first quarter of FY 2006/07.	Yes	2007	\$0
Conduct the audit. Status - Once the firm is hired, it is anticipated it will take approximately three months to complete the full scope of the communications audit, including external communication with citizens.	Yes	2007	\$0
Develop specific recommendations for an external communication plan. Status - The audit will provide specific data from which recommendations can be developed on how staff can better communicate with citizens.	Yes	2007	\$0

**Objective** - To improve communication with citizens through the implementation of external communication plan.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
This objective cannot be implemented without first implementing the tasks above. Status - Refer to the status of the tasks above.	Yes	2007	\$0

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Non Personal Expenditures	8,950	10,000	10,000	0	10,000
Totals	\$8,950	\$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.

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

### **STRATEGIC PLAN**

#### **Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices**

**Strategy** - To ensure an empowered and informed citizenry, the City will employ outreach techniques.

**Objective** - To offer easily accessible and up-to-date information concerning City policies, programs and service deliverables via the City website.

<b>Task</b>	<b>Current Funding</b>	<b>Fiscal Year Completed</b>	<b>Funds Required</b>
Hire a website Communications Coordinator to enhance the City's web communication efforts and to promote and complement the web operations of the communications group of the Office of the City Auditor and Clerk by managing and coordinating the content of all City of Sarasota web pages. Status - This task has been accomplished and the new employee is already taking an active role in assisting to address several internet-based issues with the assistance of the Information Services Department and outside vendors.	Yes	2006	\$0
Conduct a complete review of existing website(s) content concerning grammar, accuracy, and the currency of the information. Status - This task is in process and will continue through July, 2006.	Yes	2006	\$0

# CITY AUDITOR AND CLERK

## CLERK ACTIVITIES

Analyze website use statistics to determine what and how the current website is being utilized by the general public. This analysis will be used to determine if any modifications can be made to expedite the public's ability to reach the content required concerning current service deliverables the City offers.

Yes            2007            \$0

Status - This task has not begun at this time, and once begun, the process will be ongoing for several months.

Develop a content format, i.e., acceptable fonts, size, standardization and image guidelines manual to ensure that departmental changes to content will maintain a uniform "look and feel" to the website(s).

Yes            2007            \$0

Status - This task has not begun at this time, and once begun will take several weeks to develop, followed by City approval.

**Objective** - Provide adequate citizen access to Commission deliberations and decisions.

Task	Current Funding	Fiscal Year Completed	Funds Required
Provide easily accessible video-streaming of City Commission meetings. Status - Initial installation of the automated system has been completed and the data is being refined.	Yes	2006	\$0
Provide closed-captioning via the Internet. Status - The system is currently operational.	Yes	2006	\$0
Provide easily accessible Agendas and Agenda backup material via the City's website. Status - The basic system has been installed and, once fully operational, the intent is to attach Agenda backup material to the Agenda that is available as part of the video streaming of City Commission meetings.	Yes	2007	\$0
Conduct two town hall meetings. Status - One town hall meeting will be conducted in the first half of FY 2006/07 and the second will be conducted in the second half of FY 2006/07.	Yes	2007	\$0

### **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.

#### **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.

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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Agenda packets prepared and distributed	Number	117	100	89	89
<b>Effectiveness Measure</b>					
Agenda packets distributed on a timely basis	Percent	100	100	100	100

#### **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.

## CITY AUDITOR AND CLERK CLERK ACTIVITIES

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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Official documents maintained	Number	2,538	2,621	2,630	2,650
Documents filed and indexed	Number	4,500	4,550	4,585	4,595
City Commission municipal election held	Number	2	0	0	2
Vehicle for Hire licenses issued to co.	Number	19	22	25	28
Property records (pgs) maint'd/recorded	Number	1,250	1,258	1,265	1,279
Vehicle for Hire drivers licenses issued	Number	283	297	259	269
Vehicle for Hire permits and decals issued per vehicle to owners of co.	Number	200	196	259	260

### Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	164,141	179,464	217,661	0	217,661
Non Personal Expenditures	115,654	141,289	145,257	0	145,257
Capital Expenditures	18,160	15,437	17,437	0	17,437
Totals	\$297,955	\$336,190	\$380,355	\$0	\$380,355

### Personnel Summary

Actual Positions	2.30	2.90	0.00	2.90
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### Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
OTHER MISCELLANEOUS REVENUES	20	0	0	0	0
INTRAGOVERNMENTAL SERVICES	1,929	0	2,400	0	2,400
Totals	\$1,949	\$0	\$2,400	\$0	\$2,400

# 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.

## 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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Cases heard	Number	995	989	854	989
Meetings held	Number	50	44	40	45
Hearings held	Number	995	989	854	989
Orders issued	Number	995	989	854	989
<b>Efficiency Measure</b>					
Fines and costs imposed	Dollars	\$300,000	\$186,781	\$218,687	\$225,000

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Non Personal Expenditures	34,688	43,313	43,313	0	43,313
Totals	\$34,688	\$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 Saraota 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 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	33,669	0	38,319	0	38,319
Non Personal Expenditures	45,280	0	46,681	0	46,681
Totals	\$78,949	\$0	\$85,000	\$0	\$85,000

## Personnel Summary

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

## **Mission Statement**

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 Director and one staff Internal Auditor. The Audit Director reports to the City Auditor and Clerk.

## **OPERATIONAL FOCUS**

### **Strategy**

Audit knowledge and personal effectiveness.

### **Task**

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Encourage staff and management to seek professional certifications in the Accounting field (i.e., CPA, CIA, Certified Fraud Examiner).

Attend at least 20 hours of continuing education in the Accounting/Auditing field.

Perform formal performance evaluations for staff on an annual basis with interim feedback every 4-6 months.

### **Strategy**

Improve the effectiveness and efficiency of internal controls.

### **Task**

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Complete 4-6 internal audits per year and provide results to all City Commissioners and Charter Officials.

As required, contribute to audit research for special projects established by the City Commissioners and Charter Officials.

Discuss Internal Audit results with external auditors on a semi-annual basis.

### **Strategy**

To provide City administration and department management with a summary analysis of City operations and financial functions, in order to broaden their information base and be of use in reaching decisions.

### **Task**

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Discuss future audit planning with the City Auditor and Clerk on an annual basis.

Provide a continuous stream of reliable information to management through timely and accurate audit reporting.

Develop and document guidelines for audit work paper documentation.

<b>Description</b>	<b>Unit</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>
<b>Output Measure</b>					
Audits completed	Number	6	2	6	6
<b>Effectiveness Measure</b>					
Recommendations enacted	Percent	n/a	80	85	85

# CITY AUDITOR AND CLERK AUDIT PROGRAM

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	150,719	173,317	190,015	0	190,015
Non Personal Expenditures	2,863	10,000	11,345	0	11,345
Totals	\$153,582	\$183,317	\$201,360	\$0	\$201,360

## 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.

### 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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Inquiries on weekly basis	Number	3,425	2,800	2,500	2,200
<b>Effectiveness Measure</b>					
Inquires handled within 24 hrs (next business day)	Percent	90	95	95	95

### Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	36,521	38,273	37,839	0	37,839
Totals	\$36,521	\$38,273	\$37,839	\$0	\$37,839

### Personnel Summary

Actual Positions	0.32	0.27	0.00	0.27
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### Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	784	0	1,200	0	1,200
Totals	\$784	\$0	\$1,200	\$0	\$1,200

# CITY AUDITOR AND CLERK CENTRAL RECORDS

## Mission Statement

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.

## 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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Boxes stored	Number	3,100	3,500	3,500	3,600
Box retrievals	Number	50	50	50	50
File retrievals	Number	850	900	1,000	1,000
<b>Efficiency Measure</b>					
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 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	39,821	65,188	68,775	0	68,775
Non Personal Expenditures	40,651	48,920	48,920	0	48,920
Capital Expenditures	3,547	8,655	28,655	0	28,655
Transfer Expenditures	587	595	588	0	588
Totals	\$84,606	\$123,358	\$146,938	\$0	\$146,938

## Personnel Summary

Actual Positions	0.66	0.66	0.00	0.66
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## Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	852	0	0	0	0
Totals	\$852	\$0	\$0	\$0	\$0

# 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.

## 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	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Web page modifications	Number	96	100	100	100
Agendas added to imaging Sys.. Doc Depot	Number	300	80	100	100
Minutes added to imaging sys.. Doc Depot	Number	150	82	100	100
Ord. & Resolutions added to imaging sys.	Number	1,500	104	105	105

# CITY AUDITOR AND CLERK INFORMATION MANAGEMENT

## Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	81,056	73,296	81,382	0	81,382
Non Personal Expenditures	628	5,161	5,161	0	5,161
Capital Expenditures	0	0	0	0	0
Totals	\$81,684	\$78,457	\$86,543	\$0	\$86,543

## Personnel Summary

Actual Positions	1.22	1.22	0.00	1.22
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## Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	3,408	0	0	0	0
Totals	\$3,408	\$0	\$0	\$0	\$0

# 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.

### 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.

Description	Unit	FY 2004	FY 2005	FY 2006	FY 2007
<b>Output Measure</b>					
Commission/Board meetings recorded	Number	83	80	80	80
City Commission meetings broadcast	Number	83	80	80	80
Original programming broadcasts	Number	36	36	36	36
Public service announcements	Number	6	6	6	6

### Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	201,197	269,846	295,690	0	295,690
Non Personal Expenditures	22,125	106,076	120,826	0	120,826
Capital Expenditures	8,259	8,550	10,400	0	10,400
<b>Totals</b>	<b>\$231,581</b>	<b>\$384,472</b>	<b>\$426,916</b>	<b>\$0</b>	<b>\$426,916</b>

### Personnel Summary

Actual Positions	4.20	4.20	0.00	4.20
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### Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTRAGOVERNMENTAL SERVICES	1,065	0	0	0	0
<b>Totals</b>	<b>\$1,065</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# CITY AUDITOR AND CLERK SISTER CITIES

## **Mission Statement**

To foster international relationships between the City of 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.

## **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.

### **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 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Non Personal Expenditures	11,877	10,000	10,000	0	10,000
Totals	\$11,877	\$10,000	\$10,000	\$0	\$10,000

## **Personnel Summary**

Actual Positions		0.00	0.00	0.00	0.00
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