

City Auditor and Clerk

Mission Statement

To facilitate full and open access to all government records, provide accurate and timely information to ensure decision-makers are informed, and offer the highest quality of service to all customers, internal and external, of the Office of the City Auditor and Clerk.

Description of Operations

The City Auditor and Clerk, appointed by the City Commission, is one of the City of Sarasota's three Charter Officials. Comprised of several divisions, the Office of the City Auditor and Clerk carries out various essential functions for the City:

The Commission Services Division prepares minutes and records all City Commission and Community Redevelopment Agency meetings and workshops.

The Development Applications Division provides intake services for development applications and maintains an inventory of the City's real property transactions.

The Clerk Activities Division manages the administrative processes for the City Commission and Community Redevelopment Agency meetings and workshops, and registration of Domestic Partnerships within the City.

The Internal Audit Division performs audits of City functions utilizing a risk-based assessment process.

The Central Records Division manages the retention program for active records and the destruction of inactive records in accordance with State requirements.

The Communications/Television Services Division broadcasts and records meetings and workshops of the City Commission, Community Redevelopment Agency, and Planning Board, and develops a broad range of television programming for public access channel Access 19, and manages the City's web communication efforts including: the City's main website, ancillary department websites, the Citizen Relationship Management system, and streaming video and audio of City Commission and all Advisory Board meetings.

The Information Technology Department provides network, telecommunications, and end-user services to all City technology users.

The Office of the City Auditor and Clerk also performs other duties as prescribed by law, the Charter, City ordinance or resolution, and direction of the City Commission.

Department Expenditures by Cost Center

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
042000 City Auditor and Clerk			0	0	0
042681 Commission Services	253,199	277,437	296,390	0	296,390
042682 Development Approval Applications	109,413	130,576	135,517	0	135,517
042684 Clerk Activities	299,799	442,060	448,499	0	448,499
042685 Special Master - Code Enforcement	32,688	40,400	40,400	0	40,400
042686 Election Expenses	94,033		105,692	0	105,692
042688 Audit Program	116,034	253,169	278,213	0	278,213
042691 Central Records	101,780	136,166	141,051	0	141,051
042692 Information Management	80,864	89,715	95,519	0	95,519
042694 Communications	495,412	521,423	549,417	0	549,417
042696 Duplicating Services	39,061		0	0	0
042697 Domestic Partnership Registry		7,000	5,250	0	5,250
Totals	\$1,622,283	\$1,897,946	\$2,095,948	\$0	\$2,095,948

City Auditor and Clerk

Department Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	1,306,868	1,405,250	1,556,327	0	1,556,327
Operating Expenditures	286,204	441,396	484,621	0	484,621
Capital Expenditures	29,211	51,300	55,000	0	55,000
Totals	\$1,622,283	\$1,897,946	\$2,095,948	\$0	\$2,095,948

Personnel Summary

Actual Positions	15.00	15.00	0.00	15.00
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Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Charges for Services	19,194	12,500	3,100	0	3,100
Fines & Forfeitures	650	0	0	0	0
Other Miscellaneous Revenues	3,007	0	0	0	0
Intragovernmental Services	20,843	12,000	0	0	0
Totals	\$43,694	\$24,500	\$3,100	\$0	\$3,100

City Auditor and Clerk

Commission Services

Mission Statement

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

Description of Operations

The Commission Services Division records City Commission, Community Redevelopment Agency, and other Board and Committee meetings and workshops for indexing and archiving purposes. The Commission Services Division provides training and support services for departmental users of the automated recording system for all advisory boards. The Division conducts inquiries of the automated indexing system to respond to requests for information or documentation from members of the public or other City departments.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To continue to enhance, automate, and streamline the processes and services provided to the City Commission, the Community Redevelopment Agency, advisory boards and committees, the Administration, internal and external departments and organizations, and the general public.

Objective

- Maintain and manage the Granicus automated system for minutes and meeting indexing and archiving processes and procedures.
- Provide annual training and support for, and documentation of Granicus users assigned to the automated system.
- Provide annual training and support for, and documentation of, Granicus users assigned to the automated system.
- Inform users of the automated Granicus system of any updates affecting operational procedures.
- Provide technical service as required or necessary upon request to support personnel utilizing the automated Granicus system.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Total proceedings recorded/transcribe	Meetings	67	60	64	64
- Commission Regular	Meetings	22	22	22	22
- Commission Special	Meetings	15	18	20	20
- Commission Workshops	Workshops	11	9	11	11
- Commission Other (off-site meetings)	Meetings	0	2	2	2
- Commission Redevelopment Agency	Meetings	5	9	9	9
- Charter Review Committee	Meetings	0	0	0	0
- General Employees Pension Board	Meetings	3	0	0	0
- Firefighters Pension Board	Meetings	6	0	0	0
- Police Officers Pension Board	Meetings	5	0	0	0
Effectiveness Measure					
Avg days from meetings to completion of minutes	Days	4	4.5	4.5	4.5

City Auditor and Clerk Commission Services

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	252,299	276,537	295,490	0	295,490
Operating Expenditures	900	900	900	0	900
Totals	\$253,199	\$277,437	\$296,390	\$0	\$296,390

Personnel Summary

Actual Positions	2.65	2.80	0.00	2.80
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City Auditor and Clerk

Development Approval Applications

Mission Statement

To maintain an effective, accurate, and efficient process for managing the development approval application process in a timely manner and for maintaining real property-related transactions while assuring a high level of customer service to the public and City Staff.

Description of Operations

The Development Approval Applications Divisions provides a high level of administrative, management, and operational support services related to development approval applications submitted by applicants, and to the processing and managing of the City of Sarasota's real property transactions.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To continue to enhance the process for managing and maintaining all development applications for community workshops, rezonings, conditional uses, street vacations, annexations, zoning variance requests, development agreements, adjustments, Comprehensive Plan amendments, Zoning Text amendments, off-site and shared parking agreements, site plans, historic designations, certificates of appropriateness, sidewalk cafe permits, street name change requests, and appeals.

Objective

- Manage and maintain the City's automated Development Fee System for the purpose of tracking, billing and accounting for costs associated with processing development approval applications.
- Manage property taxes for existing and new leaseholds of City-owned property.
- Manage payment of development related expenditures associated with legal costs.
- Manage all official public records, including the storage and retention of all Development Applications through the GAIN automated records management system.
- Manage the City of Sarasota's official quarter section map and associated documents.
- Research historical documentation related to City owned property, deeds, easements, and Rights-of-way, as requested.
- Maintain all supplies needed for Development Applications through budgeting and purchase orders.
- Process and manage Traffic Concurrency Studies.
- Prepare all advertising, and manage and pay advertising bills related to Development Applications.
- Provide high quality customer service to members of the public by providing assistance to the development application process and relevant information related to the Sarasota City Code and Land Development Regulations.
- Produce high quality location maps through the use of the City's Geographical Information System (GIS) to accompany development applications and advertising.
- Assist community residents, citizens and applicants in understanding the development application process.
- Record all documents related to real property in the Public Records of Sarasota County, as appropriate.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Applications processed	Applic.s	236	278	290	300
Documents recorded	Documents	15	21	25	25
Efficiency Measure					
Processing time for applications received	Days	N/A	1	1	1

City Auditor and Clerk Development Approval Applications

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	109,189	125,996	130,937	0	130,937
Operating Expenditures	224	4,580	4,580	0	4,580
Totals	\$109,413	\$130,576	\$135,517	\$0	\$135,517

Personnel Summary

Actual Positions	1.05	1.05	0.00	1.05
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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 and to Staff of other City departments while achieving and maintaining high standards of quality, efficiency, and customer service.

Description of Operations

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

The Division acts as the custodian of the official records of the City; manages all affairs concerning records of the City; authenticates documents of the City when required; assures proper execution and attestation of all written agreements, contracts, ordinances, resolutions, and various other legal documents on behalf of the City when required; and provides research from a variety of sources, i.e., the Florida Statutes, City and Zoning Codes, minutes indexing archives, ordinances, resolutions, deeds, easements, maps and parcel systems, and the City's intranet and internet web sites.

Additionally, the Division prepares and distributes notices and agenda materials for all City Commission and Community Redevelopment Agency meetings and workshops; coordinates advisory board and committee appointments; provides staff support for the ManaSota League of Cities and coordinates various events of the Florida League of Cities, the Florida Association of City Clerks, and the ManaSota League of Cities in which the City participates.

The Division further provides liaison services to the Sarasota Sister Cities program; is responsible for the codification and distribution of the City and Zoning Code books and supplements; provides training and support services to departmental users of the automated recording system for all advisory boards; and provides administrative, management, and operational support for various other City-related events and committees, including the meetings of the Charter Review Committee and the annual Advisory Board Appreciation Reception.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

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

Objective

- To enhance the ability to provide research, information, 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.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Input Measure					
Total Logged Public Records Requests/ Contacts	Requests	720	797	861	880
Output Measure					
- Handled through E-mail	Email Resp	641	755	783	800
- Processed through IT Service Tracker	Requests	79	42	78	80

PRIORITY - Operational Focus

Strategy

To continue to enhance, automate, and streamline the processes and services provided to the City Commission, the Community Redevelopment Agency, advisory boards and committees, the Administration, internal and external departments and organizations, and the general public.

City Auditor and Clerk

Clerk Activities

Objective

- Manage and maintain the City's electronic Agenda process to provide automated generation of Agendas and backup material for City Commission and Community Redevelopment Agency meetings.
- Manage and maintain the City's automated video streaming process for all City Commission, Community Redevelopment Agency, and advisory board meetings.
- Provide closed-captioning of all City Commission and Community Redevelopment Agency meetings through the Internet for the benefit of the hearing impaired.
- Develop and manage an automated system for tracking City advisory board applications, appointments and vacancies.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Agenda packets prepared and distributed	Agendas	47	44	45	45
Effectiveness Measure					
Agenda packets distributed on a timely basis	% On Time	100%	100%	100%	100%

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015Totals
Personnel	212,350	267,065	288,839	0	288,839
Operating Expenditures	78,177	155,695	141,660	0	141,660
Capital Expenditures	9,272	19,300	18,000	0	18,000
Totals	\$299,799	\$442,060	\$448,499	\$0	\$448,499

Personnel Summary

Actual Positions	2.85	2.70	0.00	2.70
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Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Charges for Services	5,644	0	0	0	0
Fines & Forfeitures	650	0	0	0	0
Other Miscellaneous Revenues	257	0	0	0	0
Intragovernmental Services	0	12,000	0	0	0
Totals	\$6,551	\$12,000	\$0	\$0	\$0

City Auditor and Clerk

Special Master - Code Enforcement

Mission Statement

To carry out an effective code compliance program that provides consistent and fair enforcement of the City Codes and promotes and preserves a high standard of quality of life in the City's neighborhoods.

Description of Operations

In accordance with Section 2-309 of the City Code, the Magistrate shall have the jurisdiction and authority to hear and decide alleged violations of stated provisions of the Code as may be amended from time to time. Per Section III-1101, Division 11, Article II, Zoning Code, the Special Magistrate also hears and decides appeals of any written order, decision, determination, or interpretation of the Director of the Neighborhood and Development Services Department in the event final action on an appeal cannot be obtained by the Board of Adjustment. The Special Magistrate hears and grants variances from the terms of the Land Development Regulations in the event final action on a petition for variance cannot be obtained by the Board of Adjustment.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To enhance all City neighborhoods in order to preserve the quality of life for residents by effectively and fairly enforcing the provisions of the Codes.

Objective

- To hear all appeals and render decisions in a timely manner.
- To render decisions that appropriately and fairly 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 with, so that they may be recorded and placed as a lien against the property.
- To suggest revisions and enhancements to any current codes.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Cases heard	Cases	612	989	850	850
Meetings held	Meetings	39	42	40	40
Hearings held	Hearings	612	989	850	850
Orders issued	Orders	612	989	850	850
Efficiency Measure					
Fines and costs imposed	Dollars	\$1,146,918	\$222,580	\$250,000	\$250,000

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Operating Expenditures	32,688	40,400	40,400	0	40,400
Totals	\$32,688	\$40,400	\$40,400	\$0	\$40,400

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 in the administration of City of Sarasota At-large and District Municipal Elections and run-offs, as well as any Special Elections called for by the City Commission.

Description of Operations

The City Auditor and Clerk serves as the election official for the City of Sarasota, administering all City Commission District and At-Large Municipal Elections, as well as any Special Elections called for by the City Commission. The Office of the City Auditor and Clerk provides a variety of administrative and operational support in administering the Election Expenses Division, including but not limited to: serving as municipal filing officer for candidate qualifying, coordinating polling places, ensuring legal advertising requirements are met, accepting and tracking candidate campaign reports, coordinating printing and mailing of official sample ballots to registered voters within the City, coordinating appointment and payment of poll-workers, and working closely with the Sarasota County Supervisor of Elections in all aspect of City of Sarasota municipal elections.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To serve as the City's Election Official and effectively and efficiently administer all City of Sarasota municipal elections.

Objective

- Manage the City's elections to assure all State and local election requirements are met.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
City Commission municipal elections held	Elections	0	2	0	2

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015Totals
Personnel	40,116	0	45,692	0	45,692
Operating Expenditures	53,917	0	60,000	0	60,000
Totals	\$94,033	\$0	\$105,692	\$0	\$105,692

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 perform independent and objective assurance and consulting services that provide management with accurate, valuable and appropriate evaluations and recommendations which assist the City in utilizing public resources in a manner that is equitable, efficient, and effective.

Description of Operations

The responsibility for auditing is established by Sections 5 and 6, Article VI, City Charter and by Sections 2-341 and 2-343, Division 2, Article VI, Chapter 2 of the City Code. In accordance with these sections, the City Auditor and Clerk is responsible for making recommendations and/or audit comments concerning the records of functions of the City and all departments and divisions of the City.

Internal Audit provides assurance and consulting services in a program designed to add value and improve the City's operations, provide management with observations of the current system of internal controls, and offer recommendations for control enhancements.

Assurance services include financial, compliance, information technology, and operational audit engagements, as well as investigations. The purpose of these engagements is to assess management's system of internal controls to determine whether controls are in place and appropriately designed to reduce or mitigate risk to an acceptable level that will permit the City to achieve its overall goals and objectives. Audits seek to provide reasonable assurance that internal controls are functioning to properly ensure the safeguarding of assets, efficiency and effectiveness of operations, reliability of financial operating information, and compliance with policies, regulations, rules, and laws.

Consulting services include providing advice, facilitation, training, and analyses activities. These activities are performed at the request of management and provide advisory-related services and are intended to add value and improve governance, risk management, and control processes.

A three-year audit schedule is developed and updated annually based on a City-wide risk assessment, which evaluates the risk level of all activities and functions across the City and includes input of the external auditors, Charter Officials, City Commissioners, and department personnel. Based on the results of the risk assessment, the areas of highest risk are included in the audit work schedule to ensure that Internal Audit allocates its limited resources efficiently.

To ensure independence, Internal Audit has no routine management duties other than auditing. The Audit Manager reports to the City Auditor and Clerk.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

Review the effectiveness and efficiency of management's system of internal controls.

Objective

- Complete 6 to 10 internal audits per year and provide results to City Commissioners and appropriate stakeholders.
- Contribute to audit research and provide consulting services for special projects, as necessary.
- Discuss Internal Audit results with external auditors on a semi-annual basis.
- Assist management by facilitating and summarizing results of annual risk assessment process.
- Update three-year audit plan annually based on results of risk assessment process.
- Perform internal investigations, as needed.

City Auditor and Clerk Audit Program

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Research requests/ Special projects completed	Req/Prjs	5	1	3	3
Audits performed/Reports issued	Audits/Rpt	3	1	4	6
Semi-annual meetings held with external auditors	Meetings	2	2	1	2
Internal investigations performed	Investig.	0	0	0	1
Consulting engagements performed	Engage.	2	0	2	3

PRIORITY - Operational Focus

Strategy

Partner with City administration and department management to enhance relationships and trust that will result in improved communications.

Objective

- Discuss future audit planning with the City Auditor and Clerk and City administration, as necessary.
- Provide a continuous stream of reliable information to management through timely and accurate audit reporting.
- Discuss audit observations with management prior to release of audit reports.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Reports issued on status of open audit items	Reports	0	0	2	4
Audits/projects requested by management	Audits/Prj	1	0	1	1
Effectiveness Measure					
Audit recommendations accepted by management	Accepted	100%	100%	95%	90%

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015Totals
Personnel	108,494	244,389	268,163	0	268,163
Operating Expenditures	4,894	8,780	10,050	0	10,050
Capital Expenditures	2,646	0	0	0	0
Totals	\$116,034	\$253,169	\$278,213	\$0	\$278,213

Personnel Summary

Actual Positions	3.20	3.20	0.00	3.20
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City Auditor and Clerk

Central Records

Mission Statement

To provide comprehensive records management services to all Departments within the City of Sarasota organization, in compliance with State Statutes and Regulations, resulting in the efficient, effective and economical management of public records and information.

Description of Operations

Central Records provides records management services to all City Departments in accordance with City Charter and State requirements. This includes:

- Education and training concerning public records laws, retention schedules which apply to each Department, and advice on which retention schedules are most appropriate and current for each instance.
- Training on the use of our records management software, GAIN, and our Electronic Records Management System, SIRE.
- Storage for inactive records at our facility on 12th Street and record retrieval services to departments as requested.
- Destruction services for records which have met their required retention.
- Microfilming or scanning of records with long term retention and uploading of digital files to SIRE for availability to employees and the public at large.
- Uploading of documents to SIRE on an ongoing basis including Ordinances, Resolutions, City Commission Meeting Minutes and Agendas, Advisory Board Minutes and Agendas, and other important documents.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To provide excellent service to our customers in the areas of record retrieval, locating specific records, storage, retention support and training of City employees. In addition, continue to refine the City's digital imaging services, adhering to policies to safeguard the City's interests and to provide the public with better and faster access to more records.

Objective

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

- To continue providing a high level of customer service by maximizing record handling efficiency and keeping delivery time of requested records to a minimum by utilizing the automated systems available to handle requests and research inquiries.
- To continue to incorporate the City's electronic document management system into the City Auditor and Clerk's records management practices as well as other department's practices to allow the public to access records in a faster and more efficient manner.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Boxes stored	Boxes	3,750	3,600	3,400	3,200
Boxes retrieved	Boxes	25	28	25	25
Files retrieved	Files	495	425	450	450
Agendas added to eDocs	Agendas	132	125	130	130
Meeting Minutes added to eDocs	Minutes	148	207	150	150
Ordinances & Resolutions added to eDocs	Ord/Res	80	105	85	85
Efficiency Measure					
Avg time for retrieval requests	Minutes	10	10	10	10
Avg time to re-file requests	Minutes	5	5	5	5

City Auditor and Clerk Central Records

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	51,183	67,660	72,660	0	72,660
Operating Expenditures	43,182	46,506	46,391	0	46,391
Capital Expenditures	7,415	22,000	22,000	0	22,000
Totals	\$101,780	\$136,166	\$141,051	\$0	\$141,051

Personnel Summary

Actual Positions	1.00	1.00	0.00	1.00
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City Auditor and Clerk Information Management

Mission Statement

To facilitate the City of Sarasota's information management needs by maintaining the City's Administrative Regulations, fostering the City Code and Zoning Code supplementation process as well as contributing to the digital imaging of City records.

Description of Operations

Maintain the Administrative Regulations: Work with City departments to ensure Administrative Regulations are formatted, adopted, and distributed properly, so that all Administrative Regulations are current, and are available in hard copy/electronically for reference.

Maintain City Code and Zoning Codes: Work with City departments to ensure that the City's Codes are properly documented, and that all codes are available electronically, as well as in hard copies (updates to Code books are printed and distributed to all Departments).

Maintain Electronic Records: Facilitate city-wide scanning, archiving, and sharing of Public records, and continue to work to implement/ incorporate imaging into other City departments.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To efficiently and effectively maintain and update the Administrative Regulations of the City, the codification of the City Code and Zoning Code supplements, and imaging of public records beginning with the City Auditor and Clerk's Office.

Objective

- To manage the Administrative Regulation process beginning with reviewing drafts for formatting accuracy, through obtaining final sign off and distribution to departments.
- To manage the codification of approved Ordinances and/or Resolutions which amend the City Code or Zoning Code of the City through supplementation to the existing Codes.
- To Contribute to public availability and transparency by imaging public records and making them available to the public via the internet.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Administrative Regulation updates	Updates	4	4	4	4
Supplements to City Code and Zoning Code	Supplmnts	3	6	4	4

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015Totals
Personnel	77,742	78,734	84,538	0	84,538
Operating Expenditures	3,122	10,981	10,981	0	10,981
Totals	\$80,864	\$89,715	\$95,519	\$0	\$95,519

Personnel Summary

Actual Positions	1.05	1.05	0.00	1.05
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City Auditor and Clerk Communications

Mission Statement

To provide citizens with government transparency and openness while conveying City of Sarasota messages to the public, including information pertaining to emergency situations, policy changes, department projects, as well as general information impacting the quality of life of residents, business owners and visitors.

Description of Operations

To convey public information and messages, the Communications division of the Office of the City Auditor and Clerk employs various vehicles such as disseminating news releases, maintaining the City's website, and producing original programming including public service announcements.

The division is responsible for disseminating information via news releases, public service announcements and social media. It is also responsible for television program development, production and scheduling. The division also oversees equipment selection, usage and maintenance for the Commission Chambers in order to provide television and website broadcasting of public meetings.

In addition, the Communications division administers the City's web communication efforts including maintenance of the City's main website, ancillary department websites and the Citizen Relationship Management system.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To continue to utilize direct methods of communication including news releases, the internet and government access television to provide improved transparency and access to public meetings, including City Commission and Planning Board. To continue to provide quality original programming and public service announcements. To continue to effectively administer the City's web communication efforts including department websites, citizen relations management and streaming video and audio of public meetings.

Objective

- To manage and coordinate City of Sarasota information dissemination via news releases, news media, social media, government access television and web content.
- To maintain a consistently high quality of archived recordings, live broadcasts and live video streaming of City Commission, Planning Board and other public meetings.
- To continue generating original programming for the government access channel including a magazine style television program, a talk show hosted by City Commissioners, a program dedicated to highlighting coming attractions to the Van Wezel Performing Arts Hall, a program highlighting local businesses, and a program featuring local youths.
- To manage and coordinate the content of City of Sarasota web pages, the analysis of organizational needs and goals, and the design and implementation of external web pages and applications.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
City Commission meetings broadcast	Meetings	48	45	45	45
Planning Board meetings broadcast	Meetings	11	16	14	14
Original programming broadcasts	Programs	23	29	29	29
Public service announcements	PSAs	5	3	5	5
Citizen Relations Request/Report/Assist Submissions	Email Rcvd	4,127	4,527	4,520	4,520
News Releases- Generated by the Office of CAC	Releases	222	190	200	200
Effectiveness Measure					
Web page views	Web Views	1,329,500	1,398,630	1,350,000	1,350,000
Pages viewed per visit to website	Pages	2.99	2.54	2.50	2.50
Average time per visit to website	Minutes	2:06	1:49	1:49	1:49

City Auditor and Clerk Communications

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	439,809	344,869	370,008	0	370,008
Operating Expenditures	45,725	166,554	164,409	0	164,409
Capital Expenditures	9,878	10,000	15,000	0	15,000
Totals	\$495,412	\$521,423	\$549,417	\$0	\$549,417

Personnel Summary

Actual Positions	3.20	3.20	0.00	3.20
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Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Other Miscellaneous Revenues	2,750	0	0	0	0
Totals	\$2,750	\$0	\$0	\$0	\$0

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 Sister Cities Association of Sarasota, Inc. (SCAS) was created as a corporate entity 501(c)(3) 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 SCAS 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 citizen 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.

SCAS's objective is to develop respect, understanding and cooperation through citizen diplomacy. In addition, according to an agreement between SCAS and the City of Sarasota, 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 SCAS and the government of the City of Sarasota. The City of Sarasota budgets funds annually to provide ongoing support for the Sister Cities Association of Sarasota, Inc. Eligible expenses are submitted by the Sister Cities Association of Sarasota, Inc. to the City of Sarasota for reimbursement.

Sister Cities Association of Sarasota is a non-profit organization and operates independently of the City of Sarasota. The cost center associated with SCAS will be eliminated in FY 2015 and funding for the Agreement will be transferred to Clerk Activities.

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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City Auditor and Clerk Duplicating Services

Mission Statement

The services associated with this cost center will be absorbed into the Clerk Activities function as of Fiscal Year 2014.

Description of Operations

Beginning FY 2013-2014, services provided under Duplicating will be reduced; limited duplicating activities will be transferred to Clerk Activities.

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015Totals
Personnel	15,686	0	0	0	0
Operating Expenditures	23,375	0	0	0	0
Totals	\$39,061	\$0	\$0	\$0	\$0

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Intragovernmental Services	20,843	0	0	0	0
Totals	\$20,843	\$0	\$0	\$0	\$0

City Auditor and Clerk Domestic Partnership Registry

Mission Statement

To assist persons who are not married under Florida law in obtaining certain legal rights through the establishment of a Domestic Partnership.

Description of Operations

On November 5, 2012, the City Commission approved the establishment of a Domestic Partnership Registry Program for the City. To the extent not superseded by federal, state, or other city law or ordinance, or contrary to rights conferred by contract or separate legal instrument, this program allows registered domestic partners certain rights pertaining to health care facility visitation, health care decisions, funeral/ burial decisions, correctional facility visitation, notification of family members, pre-need guardian designation, and participation in educational decisions for dependents.

A domestic partnership is the entity formed by two persons who have met the criteria listed in the definition for Registration of Domestic Partnerships and who file an affidavit of domestic partnership registration and are issued a certificate and cards evidencing the registration. The requirements are as follows: Each person is at least eighteen (18) years of age and competent to contract; Neither person is currently married under Florida law or is a partner in a domestic partnership relationship or a member of civil union with anyone other than the co-applicant; They are not related by blood as defined in Florida Law; Each person considers himself or herself to be a member of the immediate family of the other applicant and to be jointly responsible for maintaining and supporting the Registered Domestic Partnership; Each person expressly declares their desire and intent to designate their domestic partner as their healthcare surrogate and as their agent to direct the disposition of their body for funeral and burial; The partners reside in a mutual residence; and Each person agrees to immediately notify the City Auditor and Clerk, in writing, if the terms of the Registered Domestic Partnership are no longer applicable or one (1) of the domestic partners wishes to terminate the domestic partnership.

CITYWIDE PRIORITIES

PRIORITY - Operational Focus

Strategy

To continue to assist couples who are not married under Florida Law to establish a Domestic Partnership so that they obtain certain legal rights.

Objective

- Provide information, affidavits, and notary services to customers desiring to establish a Domestic Partnership and to coordinate the recording of the legal documents with the County Clerk of Circuit Court.

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Domestic Partnerships Registered	Prtnrshps	N/A	186	100	100
Domestic Partnerships Terminated	Prtnrshps	N/A	2	3	3

Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Operating Expenditures	0	7,000	5,250	0	5,250
Totals	\$0	\$7,000	\$5,250	\$0	\$5,250

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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City Auditor and Clerk Domestic Partnership Registry

Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Charges for Services	0	10,000	3,100	0	3,100
Totals	\$0	\$10,000	\$3,100	\$0	\$3,100