



CITY OF MIAMI Clerk's CORNER

Winter 2008

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Priscilla A. Thompson, CMC

City Clerk's Office Mission Statement

"To capture and archive the public record accurately, making it available as quickly and as broadly as possible, and to safeguard the integrity of the election process by applying technology and improved business processes."

City Clerk's Office:
Main Phone: 305 -250-5360
Office Hours: 8am-5pm
Passports: 9am-4pm
www.miamigov.com/cityclerk

Passport Alert

Traveling Soon? Please be advised of the new passport initiatives being implemented as early as January 31, 2008.

Western Hemisphere Travel Initiative (WHTI)

Areas that fall under the WHTI:

- Canada •Mexico •Bermuda •The Caribbean region (includes 17 regions)

AIR TRAVEL

Implemented on January 23, 2007, ALL PERSONS traveling by air between the United States and Canada, Mexico, Bermuda, and the Caribbean region are required to present a passport or other valid travel document to enter or re-enter the United States.

LAND AND SEA TRAVEL

The following summarizes information available on the Department of Homeland Security's website.

January 31, 2008 -U.S. and Canadian citizens will need to present either a WHTI-compliant document, or a government-issued photo ID, such as a driver's license, plus proof of citizenship, such as a birth certificate. DHS also proposes to begin alternative procedures for U.S. and Canadian children at that time.

Later - At a later date, to be determined, the departments will implement the full requirements of the land and sea phase of WHTI. The proposed rules require most U.S. citizens entering the United States at sea or land ports of entry to have either

a U.S. passport; a U.S. passport card; a trusted traveler card such as NEXUS, FAST, or SENTRI; a valid Merchant Mariner Document (MMD) when traveling in conjunction with official maritime business; or a valid U.S. Military identification card when traveling on official orders.

Note: The passport requirement does NOT apply to U.S. citizens traveling to or returning directly from a U.S. territory.

U.S. PASSPORT & OTHER TRAVEL DOCUMENTS

• U.S. Passport: U.S. citizens may present a valid U.S. passport when traveling via air, land or sea between the U.S. and the aforementioned Western Hemisphere countries.

• The Passport Card: U.S. citizens may begin applying in advance for this new, limited-use, wallet-size passport card beginning February 1, 2008. We expect cards will be available and mailed to applicants in spring 2008. When available it will only be valid for land and sea travel between the U.S. and Canada, Mexico, the Caribbean region, and Bermuda.

• Other Accepted Travel Documents: SENTRI, NEXUS, FAST and the U.S. Coast Guard Mariner Document. Members of the U.S. Armed Forces on active duty traveling on orders are exempt from the passport requirement. DHS has more information on these travel documents. This information may be seen at www.dhs.gov.



Welcome New City Clerk Team Members

- **Triveni Chircut** - Legislative Services Representative II
- **Nicole Ewan** - Legislative Services Representative I
- **Channavia Williams** - Legislative Services Representative I



Civil Service Board Elections

February 21 & 22, 2008



The Civil Service Board Elections will be held on Thursday, February 21, 2008 and Friday, February 22, 2008.

What is the Civil Service Board?

The Civil Service Board consists of five (5) members; two (2) are employees, who are elected by employees with current or previous classified service, and three (3) are appointed by the City Commission as a whole. The Civil Service Board guarantees that classified employees are retained based on merit and not for political reasons. The Board considers a variety of requests from City administration, employees, applicants, and City residents, among them being: the fair and consistent application of the Civil Service Rules; employee probationary period extensions; the employment process; employee related investigations; grievances; and disciplinary appeals to name a few.

Members must be prepared to attend meetings every other Tuesday in the City Commission Chambers, 3500 Pan American Drive, beginning at 10:00 AM. They will be sworn-in by the City Clerk's Office and the Board's Executive Secretary will make arrangements with confirmed members for training/orientation. Members are compensated \$3600 annually for their part-time service and they serve a two-year term, with a maximum, in accordance with City Code, of four (4) terms.

Who can Vote?

Eligible voters in the Civil Service Board election must be full-time City of Miami employees who currently or have formerly held probationary or permanent civil service status. Temporary employees (full or part-time) are not eligible to vote. Absentee or proxy voting will not be permitted.

PLEASE ALL TAKE NOTICE that your precinct has been assigned to you according to your PAYROLL LOCATION NUMBER. Please check your payroll check stub for your location number (LOC # in the upper right hand corner). You will find that number and the name of your department listed under one of the three (3) precincts listed.



Precinct	Location	Hours
Police	400 NW 2 Ave.	6 a.m. to 6 p.m.
Solid Waste	1290 NW 20 St.	6 a.m. to 5:30 p.m.
Miami Riverside Center	444 SW 2 Ave.	6 a.m. to 6 p.m.

For a full list of Candidates, Precincts and Payroll location numbers check out our website at www.ci.miami.fl.us/City_Clerk/Pages/Elections/CivilServiceBoard.asp.

On the days of the election, there will be a computer printout list at each one of the three (3) designated precincts containing the names of all city employees who are eligible to vote. Employees will be allowed to vote ONLY at their designated precinct, as indicated. Please have identification with you (i.e., driver's license, employee identification card, social security card, or voter registration ID card) at the time you vote.

If a Precinct Clerk were to have any doubt or difficulty in trying to locate the name of a given employee on his/her computer list, said Precinct Clerk may then call either Tishria Mindingall at (305) 416-2020 (Civil Service Office) or Dwight Danie, at (305) 250-5358 (City Clerk's Office) for further clarification.

LEGISLATIVE - As a legislative body, the Civil Service Board adopts or amends the Civil Service Rules as required to continually serve the best interest of the City and its employees. Such adoptions or amendments require public hearing and final approval by the City Commission.

QUASI-JUDICIAL - In this capacity, the Civil Service Board acts like a court in hearing appeals of disciplinary actions, grievances and investigation hearings concerning alleged violations of Civil Service Rules and Regulations (from employees and non-employees) and unsatisfactory service rating hearings.

ADMINISTRATIVE - The Civil Service Board is responsible for performing those administrative functions that affect the integrity of the merit system. While the daily, routine personnel functions of the City are performed by the Department of Employee Relations, the Board retains the authority to approve a variety of special requests.