



CITY OF MIAMI Clerk's CORNER

Summer 2008

Volume 2 Issue 4



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

Laserfiche...

The Office of the City Clerk's New Research Wonder Tool!

No line. No waiting. This is what the Office of the City Clerk plans to offer in the future to its customers. Laserfiche, a digital document management system, will provide a suite of scanning, indexing, information sharing, business process management, tracking and auditing tools. This powerful instrument will galvanize information sharing and business processes to increase efficiency and productivity.

Since completing an extensive project that has converted over 485 microfilmed reels (translating into over 2.5 million images) into electronic format dating back to 1896, digital documents will be available through Laserfiche with the stroke of a few keys. Documents, such as Commission minutes from the very first Commission meeting held by the City of Miami, adopted legislation, contracts and agreements established between the City and various vendors, records of elections, and public records that have not met their disposition date, will be readily accessible. Laserfiche gives the City of Miami the ability to

organize and protect public information while giving our customers the ability to retrieve that information. By digitizing the City's microfilm and paper archives, Laserfiche enables users to instantly pinpoint the information they need via a variety of search criteria, to organize the information more effectively and to complete daily tasks more efficiently.

Keep your eyes open and your ears tuned in for the announcement of when the service will be available. Then you too can join the City Clerk's Office in welcoming this most exciting and valuable addition to its wide array of services!

Laserfiche®
Run Smarter™



Calling All Records Management Liaisons!

Did you know that the City Clerk's Office offers specialized training for all department records liaisons? This informative workshop gives liaisons the opportunity to learn about all new and updated laws and regulations that govern records management. Please be sure to attend the next training held at City Hall on August 6, 2008, 9:30am. Contact Pamela Latimore at 305-250-5369 for more information. We look forward to seeing you there!

Elections 2008

Update: Are you election ready?

Overtown Community Oversight Board

- Candidate Qualifying Meeting: August 12
- Election: August 19

Primary Election: August 26, 2008

- Deadline to Register: July 28
- Early Voting Period: August 11 – August 24

General Election: November 4, 2008

- Deadline to Register: October 6
- Early Voting Period: October 20 – November 2

For more information, visit our website at:

www.miamigov.com/City_Clerk/Pages/Elections/Elections.asp



Passport Services:

New Location Added! You may now apply for your U.S. Passport at the Miami Police Department (Lobby) the 1st Wednesday of August, October, and December from 10am to 3pm.

Passport services continue to be offered at the Miami Riverside Center (Lobby) on the 1st Friday of September and November from 10am to 3pm.

For more information, visit our website at:

www.miamigov.com/city_clerk/pages/passport.asp.

Lobbyist Registration:

Check out new and updated Lobbyist information at:

http://www.miamigov.com/City_Clerk/pages/lobbyist/lobbyist.asp



Ethics Workshop

Third time's a charm! For the third year in a row, the City Clerk's Office sponsored an ethics training on July 22, 2008, in conjunction with the Miami-Dade Commission on Ethics and Public Trust for City of Miami Employees. This year's goal was to familiarize City employees with the Sunshine Law, Public Records Act, and the County's Conflict of Interest/Code of Ethics Ordinance.



Special thanks to Mr. Robert Thompson for providing an enlightening and thorough presentation!

LIVE! Web Streaming has arrived!

Be sure to tune into the City of Miami's LIVE! Commission meetings on the World Wide Web by logging onto the City's Web site, miamigov.com, and clicking on e-video!

CLERKING!

One of the many duties of the City Clerk is to properly record the actions of bi-weekly Commission meetings. Here's your chance to put your clerking skills to work. How many actions can you put into "motion"? Is CLERKING in your future? Let's see!

Match the letter of the definition in the right column with the correct term in the left column.



- ___ 1. Deny
- ___ 2. Indefinitely Defer
- ___ 3. Adopt
- ___ 4. Withdraw
- ___ 5. Table
- ___ 6. Discuss
- ___ 7. Reconsider
- ___ 8. Defer
- ___ 9. Time Certain
- ___ 10. Modify
- ___ 11. Continue
- ___ 12. Minutes
- ___ 13. Roll Call
- ___ 14. Quorum
- ___ 15. Motion

- A. Debate that occurs after the presiding officer restates the motion and before the vote is taken on the motion.
- B. A proposal submitted to an assembly for its consideration and introduced by the words "I move."
- C. To accept or approve a motion or report.
- D. Motion to cancel the effect of a vote so that the question may be viewed and re-decided.
- E. An agenda item that is presented to the City Commission for consideration and thereafter rejected.
- F. An item is postponed to a date certain future agenda.
- G. Item is postponed to the next "same-type" meeting agenda.
- H. Item is postponed to an agenda six months in the future.
- I. State the time the motion or agenda item will be resumed.
- J. Item is not considered, voted on, nor will it be placed on a future agenda. No further action will be taken on the item.
- K. The number of voting members who must be present in order for business to be legally transacted.
- L. Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- M. A method of voting in which the voting members names are called and the members state their vote.
- N. Official record of motions presented and actions taken by an organization.
- O. To amend the pending motion before it is voted on.

Scale:

13-15 correct-
10-12 correct-
7-9 correct-
6 & - ☹

Master Clerk!
You Be Clerking!
Junior Clerk...

Nice try, but no Clerking in your future!

Celebrating Diversity *with the City Clerk's Office*

An exciting and enriching experience is being celebrated monthly by the City Clerk's office. With a culturally diverse and multiethnic staff, the opportunity to share tasty delights from all over the world has broadened the horizons of many staff members. The Clerk's Office has tastefully 'visited' such countries as India, Cuba, Brazil, the Caribbean Islands, & many more!

So the next time you get a whiff of exotic delights drifting from City Hall, don't be surprised if you've just crossed the U.S. border into a hidden oasis of flavorful treats and cuisines. Bon appétit!

