



CITY OF MIAMI Clerk's CORNER

Winter 2006/2007

Volume 1 Issue 1



Greetings from the City Clerk! ●●●●●●

City Clerk Priscilla A. Thompson has something to share with the residents of the City of Miami. With over 26-plus years of continuous City service, she has proven that she is a visionary on a mission.

In 2005, Laserfiche, an electronic document imaging management system used to store, retrieve, and archive city records, was introduced to the Mayor and City Clerk's Office. The results and benefits have been phenomenal. Since its introduction into the Clerk's Office, over 2,000 hard copy documents and 186,000 Commission actions recorded on index cards dating back to 1896 have been transferred to digital images. Laserfiche's arrival has also resulted in departmental annual savings in printing supplies, due to documents being distributed electronically, and the reallocation of 200 manpower hours to other duties and responsibilities, due to less time spent on research requests.

Being a strong proponent of technology, she has embraced change and propelled the Office of the City Clerk into a less-paper environment which has capitalized on technologically advanced systems such as Legistar and Laserfiche. When asked about her vision for the City Clerk's Office, Ms. Thompson replied, "My purpose, as an educator, is to leave a legacy of processes which will improve and empower employees to work smarter and efficiently with resources that will expedite services and make information readily available to the City's internal and external customers."

Future projects of the City Clerk's Office include providing self-service kiosks for on-site customers at City Hall and the Miami Riverside Center and, in conjunction with the Communications and Information Technology Departments, the implementation of web streaming of Commission meetings.

Since Ms. Thompson's appointment in 2002, major processes and initiatives have positively impacted the City Clerk's Office. In 2003, Legistar, a comprehensive, integrated legislative document management system used to record Commission actions, number and record resolutions and ordinances, mark up and distribute official Commission agendas, and transcribe and distribute verbatim minutes, was implemented. Since the launch of the Legislative Web Module of Legistar in 2004, the Office of the City Clerk's monthly research requests have declined from an average of 218 in April 2003 to 157 in April 2006. Legistar's web-link also provides public access to City public records, 24/7 via the Legislative Hub on the City of Miami's website.

The City Clerk's Office is located in the historical City Hall in the beautiful Coconut Grove area. All comments and suggestions are welcomed to better serve the residents of the City of Miami. Office hours are Monday-Friday, 8am-5pm.



Self-Service Kiosks are Coming! -----

The City Clerk's Office is proud to announce that self-service kiosks will be installed at City Hall and the Miami Riverside Center very soon. This exciting new service will give citizens the capability to access public records through Legistar and utilize the City's website from a designated area in each location. Self-service kiosks will eliminate long waits and time-consuming processing for visiting customers and staff.

This welcomed addition to the City Clerk's wide range of services and products is scheduled to arrive as early as Fall 2007. Watch out for a self-service kiosk near you!



Did you KNOW?

Legistar Refresher Training

The Office of the City Clerk will be hosting Legistar refresher training in the near future. All City of Miami employees are welcomed and encouraged to attend this most anticipated event with the approval of your department director.

Critical areas reviewed will include:

- The do's & don'ts of Legistar
- How to research legislative files, meeting agendas & minutes, and boards information
- How to narrow down a search

Please contact our office at **305-250-5360** for more information.

Visit www.miamigov.com to view and/or print agendas, legislation, supporting documents and Commission meeting minutes published on the Legislative Hub following each Commission meeting.



The Office of the City Clerk, in conjunction with the City Attorney's Office, the Miami-Dade Commission on Ethics and Public Trust, and the Office of the City Manager, sponsored the inaugural City Boards, Committees, Trusts and Agencies' Liaison Training Workshop. This Workshop was held on Thursday, August 24, 2006 in the Commission Chambers at City Hall. A total of 55 City liaisons and legal counsel attended the Workshop.

The overall goal of the Workshop was to train and inform board liaisons, along with City legal counsel assigned to specific boards, on topics related to duties, responsibilities, and compliance requirements for Boards. City Clerk Priscilla A. Thompson, CMC, detailed the City Clerk's Office administrative processes related to boards. Ms. Thompson emphasized that the role of the office was ministerial in nature, and relied heavily upon the information provided by each board liaison. Pamela Burns, Assistant City Clerk, assisted in the presentation.

Based upon the success of this very informative event and the positive input from our participants, we anticipate offering training for Liaisons of City Boards, Committees, Trusts and Agencies, at minimum, an annual event!

That the City Clerk's Office is a full-service passport acceptance facility? Our qualified staff has been fully trained to answer your questions about the latest advisories, guidelines and restrictions to help make your process a much easier and hassle-free experience.

Before visiting to obtain your passport, make sure you have the following required documents.

Adult Applicant

- Original birth certificate if born in the US or original naturalization certificate if born outside the US
- Previous US passport (If applicable)
- Photo ID (Valid Driver's license, Military ID, US Naturalization)
- 2 passport photos (available on-site for \$12)
- Check or money order (M.O.) ONLY
- \$67 regular service- 25-30 days
- \$127 expedited service- 12 days
- Processing fee of \$30 cash, check or (M.O.)
- Applicant MUST be present

Child Applicant (15 years and younger)

- Original birth certificate (Long Form stating parent's names)
- Previous US passport (If applicable)
- Parents' US driver's licenses or US ID cards
- 2 passport photos (available on-site for \$12)
- Child MUST be present
- For children 13 years and younger, both parents should be present or Consent Form must be completed and notarized
- Check or M.O. ONLY
- \$52 regular service- 25-30 days
- \$112 expedited service- 12 days
- Processing fee of \$30 (cash, check or M.O.)

Our location is convenient, our service is professional, and our staff is knowledgeable and friendly.

Hours of passport processing are Monday-Friday, 9am-4pm.

Stop by today or visit us online at www.ci.miami.fl.us/City_Clerk/index.asp, travel.state.gov, or the United States Department of State at usinfo.state.gov for more details.

