

For the Record...



Web-based Form

In accordance with the City’s Ethics Code, City Officials and Board and Commission Members are required to complete an annual Financial Disclosure Report (FDR). Other designated City Employees are required to submit the Specified Gift Form.

The Office of the City Clerk worked with ITSD to develop a web-based form to be utilized and allow users to complete and submit their FDR online. The electronic form is received by the Office of the City Clerk Ethics Inbox. This eliminates the past practice of physically filing the forms and ties into the City’s Green Initiative by eliminating over 3,100 documents being filed annually. The web-based FDR form can be accessed at any time at: <https://webapps.sanantonio.gov/fdr>

Leticia M. Vacek, TRMC/CMC
City Clerk
www.sanantonio.gov/clerk

Special points of interest:

- > Web-based application
- > Ceremonials
- > Dates and Deadlines
- > Staff after hours



T
R
A
I
N
I
N
G

- Open Records Workshop**
9:00 AM -10:30 AM
- Records Retention and Destruction Q & A**
10:30 AM - 11:30 AM
February 19, 2010
Municipal Plaza “B” Room
- Board Liaison Training**
8:30 AM or 10:00 AM
February 23, 2010
Municipal Plaza “B” Room

Municipal Leadership Institute (MLI)
Monday, March 1, 2010, Noon
Human Resources Training Facility

**Financial Disclosure Reports (FDR’s)
due March 31, 2010**
For Board & Commission Members
covering the reporting period
January 1, 2009–December 31, 2009

The Office of the City Clerk is responsible for the preparation of honorariums on behalf of the Mayor and City Council. Specific criteria for the issuance of documents has been established and the Ceremonials Coordinator assesses the appropriate honorarium to be issued for an occasion. Ceremonial Presentations by the Mayor and Council are held at 5:00 PM on most City Council Meeting days. A limited number of presentations are held in the Council Chambers. All requests are to be submitted to the Ceremonials Coordinator in the Office of the City Clerk at least one month prior to the function. To view a list of documents that are available and their criteria, or to submit a request on-line, visit www.sanantonio.gov/clerk/ceremony. The Mayor and Councilmembers are often scheduled to attend celebrations and events to present honorariums.



2009 Floresville Peanut Festival Court

Mayor Julián Castro (left) is pictured with the Royal Court of the Floresville Peanut Festival. He met with the group of High School students on August 21, 2009, and presented a proclamation recognizing the annual Floresville Peanut Festival. The event is highly attended by San Antonians.

National Night Out 2009

Mayor Castro (right) is joined by Councilmembers David Medina Jr., Reed Williams, Justin Rodriguez, Mary Alice P. Cisneros, and Philip Cortez on the steps of City Hall on October 6, 2009, for the Annual National Night Out Candle Lighting Ceremony.



SPURSDAY

Mayor Julián Castro (left) was presented with a SPURS t-shirt on October 27, 2009, after proclaiming every SPURS game day to be "Spursday." Joining the Mayor for the presentation were Councilmembers Philip Cortez, Ray Lopez, Reed Williams and Mary Alice P. Cisneros.



Count down to the U.S. 2010 Census in San Antonio



The United States Census Bureau will be mailing out more than 600,000 Census forms to households across San Antonio and Bexar County. To ensure valuable community services and a better quality of life for our community in the upcoming 10 years, the City of San Antonio and Bexar County want to ensure that everyone living in our area is counted.

Your participation in the 2010 Census will ensure that a portion of the \$400 billion in federal funding will go directly to local community programs, healthcare, schools, and infrastructure. In addition, an accurate count of the population assures political representation at all levels of government. Collected census information is **not** shared with anyone, including the Internal Revenue Service, Immigration and Custom Enforcement, Federal Bureau of Investigation, Central Intelligence Agency, or any other governmental agency. There are no exceptions.

Expect the Census questionnaire to arrive in your mail box in the week of March 15, 2010. With only 10 questions, it's the shortest questionnaire in history and only takes about 10 minutes to complete. It's in your hands San Antonio! For more information, visit www.sanantonio.gov/census.

Census Jobs are now available. Apply Now! Call the toll-free jobs line at: 1-866-861-2010
FedRelay: 1-800-877-8339 TTY, or apply at www.2010censusjobs.gov

- Pay (between \$10.50 to \$15.50/hour)
- Temporary, part-time jobs
- Flexible hours, up to 40 hours a week
- Mileage reimbursement (for field jobs)



Historic City Hall

San Antonio's City Hall is located on what historically was the Military Plaza (established in 1722 by the Spanish Garrison). The Italian Renaissance Revival style building was constructed 1888-91, and designed by Otto Kramer, prominent architect of New York, Chicago and St. Louis. City Hall signaled a change for Military Plaza from an open market to the center of municipal government. The building was originally designed as a three-story structure topped with an octagonal clock tower 135 ft. high. In 1927, the tower and corner turrets were removed to add a fourth floor.

Staff at the **Municipal Archives and Records Facility** processed the following City records:

Incoming storage boxes	Records destroyed
October – 382 cu. ft.	October – 3035 cu. ft.
November – 103 cu. ft.	November – 267 cu. ft.
December – 346 cu. ft.	December – 607 cu. ft.
1 cu. ft. equals 2.5 boxes	





Leticia M. Vacek, TRMC/CMC
City Clerk

Office of the City Clerk
P.O. Box 839966
Phone: 210-207-7253
Fax: 210-207-7032

Office Hours
8:00 a.m.—5:00 p.m.

Website Address
www.sanantonio.gov/clerk

Information Available in the Office

Bids & Contract Management
Boards & Commissions
Ceremonials
City Council Minutes
Codification of Ordinances
Council Committee Minutes
Elections
Ethics
Financial Disclosure Reports
Oaths & Filings
Publication of Notices
Records Management

Newsletter Editor
Denise Luckey

We've Got You Covered

Mayor Castro is shown (left) in the parking lot of the Wal-Mart at IH 10/Dezavala presenting a proclamation on November 7, 2009, for the 13th Annual "We've Got You Covered" collection drive. The event was held to fill as many 40-ft trailers with donations of clothing, food, and personal items. The drive benefited the Battered Women's & Children's Shelter, Any Baby Can, San Antonio Food Bank, South Texas Blood and Tissue Center, and the SAMMinistries.



Chili Bowl

Councilmember Cisneros is pictured (left) on November 6, 2009, with the students and Principal of Fox Tech High School. A Pep Rally was held on the steps of City Hall and a proclamation presented for the last and final "Chili Bowl."



Official Birthday Greetings

Leticia Vacek (right) presented a congratulatory certificate to her father Inocencio Martinez in honor of his 85th Birthday. Other family members joining Ms. Vacek for the celebration were Sonya Martinez, Clara Garza, Martha Martinez, and Concepcion Martinez. Councilmember Ray Lopez (left) presented a certificate at Acadiana Cafe on December 18, 2009, to Tillie Yates in honor of her 90th Birthday.



Congratulations to Roland Castaneda (left), Administrative Assistant at the Municipal Archives & Records Facility, who recently celebrated 20 years of service with the City of San Antonio. Congratulations to Tina Flores (right), Assistant to the City Clerk who was named to the Dean's List at the University of the Incarnate Word. Ms Flores will be graduating in May of 2010 with a Bachelor's degree in Business Administration, with a minor in Information Systems.



Leticia Vacek, City Clerk and Jed Maebius, Mayor's Office hosted the annual American Field Service's (AFS) Government Day on November 20, 2009. The two spoke to a group of 20 foreign exchange high school students from different countries on how our form of city government works. The AFS program

has been in existence since 1950. All of the students live with an American Family and attend area high schools. Mr. Maebius shared his experience as a host to an AFS student.



Las Posadas 2009

Ms. Leticia Vacek (right) attended the Las Posadas Gala at the Omni Hotel, and presented a proclamation to the Sembradores of San Antonio. The annual fundraising event benefits San Antonio Colleges and Universities to provide scholarships for students in financial need.



2010 New Year's Countdown

Guests of Ms. Leticia Vacek from Kyoto, Japan, celebrated New Year's Eve at the Magic Theatre. The Watanabe family are former residents of San Antonio, and are now living back in Japan. Mr. Watanabe is with the Toyota Corporation. Pictured (left to right) are Leticia Vacek, Councilman Philip Cortez, Leticia Cantu Hank, Mikako, Hiroki and Mihiro Watanabe, Mayor Castro and wife Erica, and June and Councilman Reed Williams.

Martinez Street Women's Center

The Office of the City Clerk participated in the Adopt-A-Family for Christmas Program sponsored by the Martinez Street Women's Center. The staff provided a family of eight with clothing, toys and other holiday gifts. Through the staff's kindness, the family was able to have a brighter holiday celebration, and receive Christmas gifts they might not otherwise have received. Denise Luckey and Leticia Saenz are shown with a few of the girls who participate at the Center.

