



City Clerk

Leticia M. Vacek, TMRC, CMC

Leticia M. Vacek, TRMC, CMC was appointed San Antonio City Clerk in May, 2004. She is responsible for an array of services provided by the Office of the City Clerk. The services include customer service in the areas of research, certified documents, historical data, accepting claims, citations, filing of financial disclosure reports, lobbyists reports and continually updating the boards and commissions memberships. The City Clerk is responsible for overseeing the conduct of municipal elections in accordance with the Texas Election Code. The City Clerk serves as the Filing Authority for the required city and state campaign finance reports.

The City Clerk also serves as the Official Custodian of Records and oversees the Municipal Records Facility staff in addition to implementing policies and procedures for archiving and preservation of permanent records. As Custodian of all Official Documents, the City Clerk oversees the execution and attests to all ordinances, resolutions, minutes, and contracts in accordance with the requirements of the Texas State Library. Additionally, the Office of the City Clerk coordinates Ceremonial Items, Invocators and Swearing-in events on the City Council Agenda and provides the minutes for approval by the City Council. The Office of the City Clerk coordinates training sessions for the Municipal Leadership Institute to all newly appointed Board and Commission Members.

Ms. Vacek joined the City of San Antonio with 20 years of municipal experience. She began her municipal career with the City of Harlingen serving four years in administration and lastly as Assistant City Clerk. In 1988, Ms. Vacek joined the City of McAllen and served as Assistant City Clerk until her appointment as City Clerk in June, 1990. In McAllen, Ms. Vacek also served as Director of Administration overseeing the Media Relations, City's Cable Network Office as well as the Mail Center and Vital Statistics Divisions.

Ms. Vacek's vision for the Office of the City Clerk is to empower employees to evolve into a progressive and state-of-the-art office and records center and to provide efficient and exceptional public service.

Education

- University of North Texas - Texas Municipal Clerks Certification Program, Texas Registered #207
- University of the Incarnate Word - Bachelor of Applied Arts and Sciences
- South Texas Community College - Public Service Administration Degree, Phi Theta Kappa Graduate
- International Institute of Municipal Clerks - Certified Municipal Clerks Program, Certified
- International Institute of Municipal Clerks - Accepted into the Master Municipal Clerk's Academy

Professional Memberships and Community Involvement

Member, Texas Municipal Clerks Association; Member, International Institute of Municipal Clerks; Membership Committee, International Institute of Municipal Clerks; Past President, Alamo Chapter Clerks Association; Member, National Parliamentarians Association; Member, Latina Girl Scouts Advisory Council; Appointed to the Texas State Library Board Advisory Committee; Rawlinson Middle and Clark High School Parent/Teacher Association; Member of Oak Hills Church and Past Girl Scouts Leader and Treasurer, Troop #325.

Honors

- 2005 Honorary Chair of the 19th Annual Hispanic Women's Network of Texas State Conference
- 2006 La Prensa Foundation Corporate Award Recipient of 10th Annual Salute to Women in Action Gala.

Personal

Ms. Vacek is married to Ken and they have two children. She is a native of Harlingen, Texas.