

# For the Record...

Leticia M. Vacek, TRMC/  
CMC

City Clerk

[www.sanantonio.gov/clerk](http://www.sanantonio.gov/clerk)



## Introducing: E-Forms

In accordance with the City’s Ethics Code, Section 2-73, City Officials 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 has been working with ITSD to develop an e-forms system to be utilized by internal and external customers. As part of this initiative, the FDR and the Specified Gift Forms are now e-forms. This allows a number of users to complete their FDR on-line and submit it electronically. Once submitted electronically, the e-form is received by the Office of the City Clerk ethics inbox. This eliminates the past practice of physically filing the forms.

In order to utilize the e-form, Adobe Reader 9 must be installed on the user’s computer. All fields must be completed in order to submit the form electronically; otherwise red boxes will appear where information is lacking.

A limited number of Human Resources and other Office of the City Clerk e-forms are also ready for City employees to begin using. The implementation of electronic forms will be an ongoing city-wide process as each department takes part in converting their manual forms to e-forms. The new e-forms have been built utilizing the Adobe LiveCycle and will allow users to fill in the forms and either print or simply submit the form to the appropriate office. The new forms will be posted on COSAWEB in the COSA FormsNet link. Adobe LiveCycle will also include the implementation of automatic workflow of the e-forms in Phase II. Departments will be able to review their work in process and enable the e-form to follow the business process automatically. This will also reduce the amount of manual printing and routing of forms. E-forms that are currently available for submission include:

### E-forms filed with the Human Resources Dept.

- Employee Tuition Assistance
- Confidentiality Statement
- Customized Training Request
- Driver Evaluation
- EEO Complaint
- Request for Language Skills Pay
- Property Damage Estimate
- Star Award Nomination
- Star Award Information Request
- Supervisor's Report Accident Investigation

### E-forms filed with the Office of the City Clerk

- Travel Authorization
- Financial Disclosure Report
- Other City Employees Gift Reporting
- Personal Financial Statement
- Travel Reporting Requirements
- Recusal and Disclosure
- COSA Written Testimony (English)
- COSA Written Testimony (Spanish)
- Notice of Claim Against the City (English)
- Notice of Claim Against the City (Spanish)

### Special points of interest:

- > E-Forms
- > Election Information
- > Dates and Deadlines
- > Staff after hours

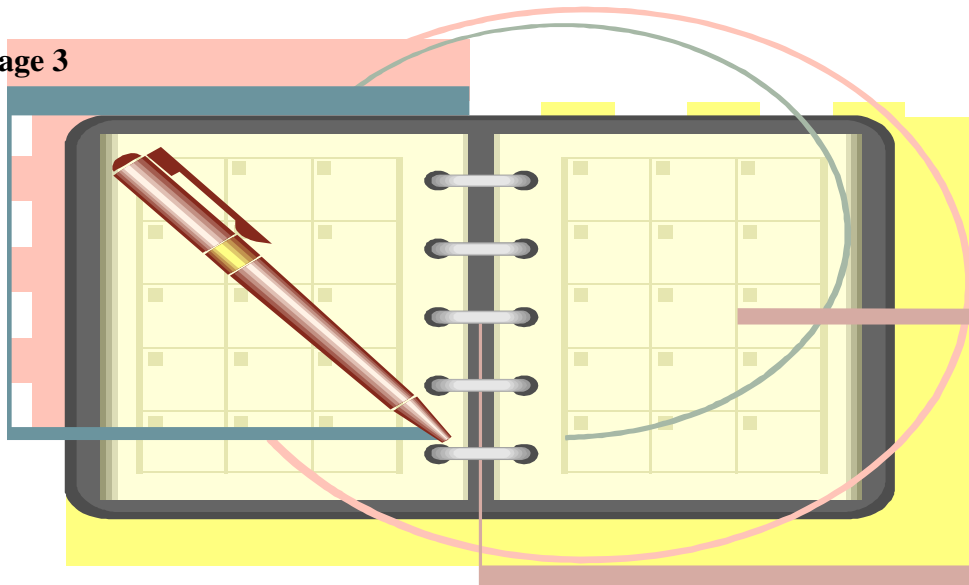
Monday, February 9, 2009	FIRST day to file an application for a place on the May 2009 ballot.
Monday, March 9, 2009	LAST day to file an application for a place on the ballot.
Tuesday, March 10, 2009	10:00 a.m. - Drawing for the Order of Names to be placed on the May 2009 ballot. City Council Chambers.
Monday, March 30, 2009	LAST day for a CANDIDATE to submit a Personal Financial Statement. Due by 5:00 p.m.
Thursday, April 9, 2009	LAST day to file Campaign Contributions & Expenditures Report.  LAST day to register to vote for this election. Application must be post-marked no later than April 9, 2009.
April 27-May 5, 2009	Early voting period by personal appearance.
Friday, May 1, 2009	LAST day for Candidate to file Campaign Contributions & Expenditures Report.
Saturday, May 9, 2009	<b>Election Day</b>
Tuesday, May 19, 2009	10:00 a.m. - Drawing for the Order of Names to be placed on the RUN-OFF ballot. City Council Chambers if necessary.
Monday, June 1, 2009	Newly elected Councilmembers officially take office.
June 1-9, 2009	Early voting period by personal appearance for RUN-OFF Election.
Saturday, June 13, 2009	Election Day for RUN-OFF, if necessary.
Thursday, June 18, 2009	Newly elected Councilmembers from RUN-OFF election officially take office.
Saturday, June 20, 2009	Swearing-in Ceremony for the 2009-2011 Mayor and City Council Members.

For a complete list of Election information, please visit [www.sanantonio.gov/clerk/elections](http://www.sanantonio.gov/clerk/elections)

### Where's Leticia?

City Clerk, Leticia Vacek participated in the American Field Service (AFS) Student Government Day on October 10, 2008. AFS is one of the world's largest community-based volunteer organizations dedicated to building a more just and peaceful world through international student exchange. AFS students live with a host family and attend a local High school full-time. This year's group of young adults participating in the AFS program represented 13 different countries. Ms. Vacek provided the students with information on how our form of city government works.





*Deadlines...*

The following reports are due in the Office of the City Clerk by close of business (5:00 p.m.) on their noted date.

**Semi-Annual Campaign Finance Reports due January 15, 2009**  
for Officeholders and Candidates covering the reporting period  
July 1–December 31, 2008

**Lobbyists Quarterly Reports due January 15, 2009**

**Financial Disclosure Reports (FDR's) due February 2, 2009**  
for Directors, Asst. Directors and Specified City Employees covering the reporting period  
January 1, 2008–December 31, 2008

**Financial Disclosure Reports (FDR's) due March 31, 2009**  
For Board & Commission Members covering the reporting period  
January 1, 2008–December 31, 2008

**City Employees Service Award Banquet**



Congratulations to Julia Aguirre, MRF Supervisor, who celebrated 30 yrs of service with the City of San Antonio.



Leticia Vacek (left) and Leticia Saenz (right) are pictured with Frances Gonzalez, Assistant City Manager, at the Annual City Employees Service Award Banquet on December 12, 2008, at the Henry B. Gonzalez Convention Center. Leticia Vacek served as a hostess at the event, as well as supported Julia Aguirre who was recognized for her years of service.





## The Joy of Giving

The Office of the City Clerk participated in the Annual Adopt-A-Family program sponsored by the Salvation Army. The staff chose a needy family to provide special holiday food, clothing, toys and other gifts. Leticia Vacek and the entire staff adopted a single mother with three children (ages 2, 3, and 4). Through their kindness, the family was able to have a brighter holiday celebration, and receive Christmas gifts they might not otherwise receive.



## National Night Out Awards Competition Ceremony

Denise Luckey (pictured right with Deputy Police Chief Jeffrey Humphrey) attended the SAPD National Night Out (NNO) Local Competition Awards Ceremony on December 4, 2008. The ceremony recognizes individuals, neighborhoods and block parties that participated in the NNO activities.



## City Manager's 5K Run/Walk

Jacquelyn Castillo, Leticia Saenz and Carrie Wiggins were all smiles at the start of the City Manager's 5K Run/Walk held on December 6, 2008, at Brackenridge Park. The event promotes physical activity and work-life balance for all city employees.

Other staff members who participated in the event include: Julia Aguirre, Cindy Garcia, Amanda DeFlorio, and Rosalinda Diaz.

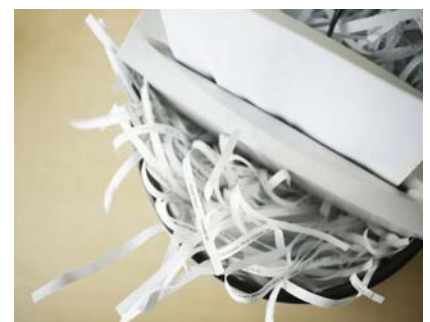
Staff at the **Municipal Records Facility** processed the following City records:

### Incoming storage boxes

October – 1335 cu. ft.  
 November – 475 cu. ft.  
 December – 356 cu. ft.

### Records destroyed

October – 3207 cu. ft.  
 November – 1303 cu. ft.  
 December – 498 cu. ft.



Newsletter Editor - Denise Luckey