

Leticia M. Vacek, TRMC/MMC  
 City Clerk  
[www.sanantonio.gov/clerk](http://www.sanantonio.gov/clerk)  
 210-207-7253

Special points of interest:

- >Mayors
- >Election Information
- >Dates and Deadlines
- >Staff at work



### Thank you Mayor, Congrats Mr. Secretary!

On July 19, 2014, Mayor Julián Castro submitted his letter of resignation as he was appointed to the position of Secretary of the U.S. Department of Housing and Urban Development by President Barack Obama. Mayor Castro stated that he appreciated all of the support he had received over the last five years as Mayor. He noted that he was honored to have served as San Antonio’s Mayor and that he had focused on the most important things to achieve economic prosperity. At the meeting, the Mayor recognized his family members including his Mother, Father, Wife and Daughter for their love and support. City Councilmembers and City Manager commended Mayor Castro for his leadership and wished him well on his venture to Washington, D.C.

The Mayor is pictured above with Ivy R. Taylor who presented Castro an Appreciation Plaque on behalf of the City of San Antonio. The City Council also presented Mayor Castro with his City Council Chamber Chair. Mayor Castro is pictured right with his wife Erica and daughter Carina. Best wishes to the Castro family!



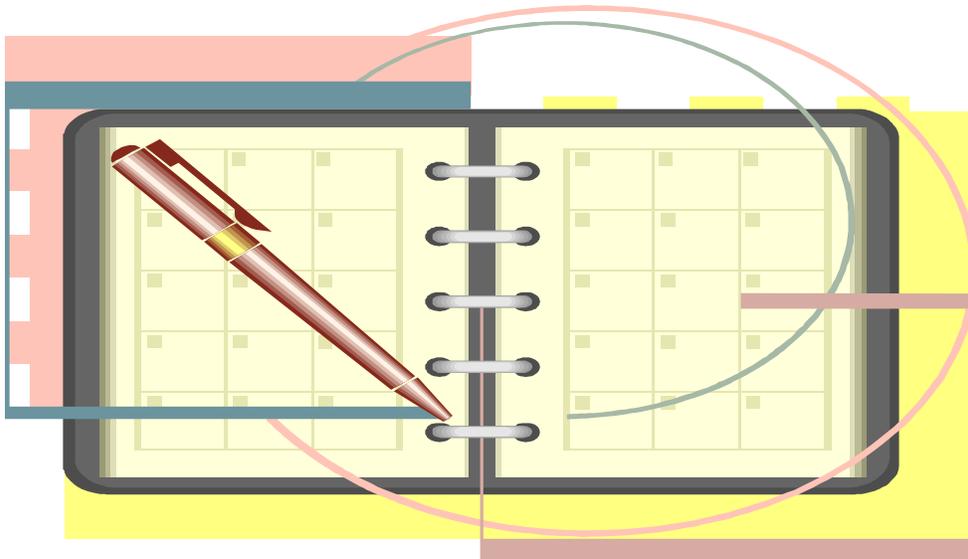
### History was made!

Following the resignation of Mayor Julián Castro, the City Council was tasked with choosing a replacement from amongst themselves for his vacated position. After several rounds of nominations and voting, the City Council chose Councilmember Ivy R. Taylor to fill the vacant slot. City Clerk Leticia M. Vacek is pictured left administering the Statement of Appointed Officer to Mayor Taylor who will fill the remainder of the unexpired term of office, which runs until May 31, 2015. Mayor Taylor thanked the City Councilmembers for entrusting her with the honor of serving as Mayor. She thanked the community for their support and pledged to work with everyone to achieve their goals. She also thanked her family for flying in from out of town to be with her, and her husband Rodney and daughter Morgan for their support. Mayor Taylor became the first African American to serve as Mayor of the City of San Antonio.



### Congratulations!!





**Rescheduled City Council Meetings**

<u>Meeting Date</u>	<u>Rescheduled to Date</u>
December 17 & 18, 2014	January 7 & 8, 2015
Dec 31, 2014 & Jan 1, 2015	January 7 & 8, 2015

The following Reports are due to the Office of the City Clerk by 5:00 p.m.

**Semi-Annual Campaign Finance Reports**  
 for Officeholders and Candidates  
 Covering the reporting period  
 July 1–December 31, 2014  
 due **January 15, 2015**  
 On-line Report

**Lobbyists Quarterly Report**  
 Covering the reporting period  
 October 1 - December 31, 2014  
 due **January 15, 2015**

**New and Existing Lobbyists Registration**  
 due **January 31, 2015**

**Financial Disclosure Reports (FDR's)**  
 for City Officials and  
 Specified City Employees  
 Covering the period  
 January 1-December 31, 2014  
 due **February 2, 2015**  
 On-line Report

**Upcoming Holidays**

December 24, 2014-January 1, 2015  
Winter Break



## **International Institute of Municipal Clerks (IIMC)**

City Clerk, Leticia M. Vacek was the host for the IIMC Region IV Meeting held in San Antonio September 10-12, 2014, at the Embassy Suites Hotel. City Clerks and City Secretaries from the states of Texas, Arkansas, Louisiana, Mississippi, and Oklahoma attended the educational sessions.



## **United Way Charitable Campaign**

The Office of the City Clerk has once again exceeded their goal for the 2014 United Way Charitable Campaign. The Department had 100% participation and met their goal of \$3,100.00. Special thanks to the Office Campaign Coordinators Lisa Lopez and Carri Wiggins

## **eBook Checkout at the Office of the City Clerk Vital Records Division**

Visitors to the Vital Records Office now have access to a Digital Library. The San Antonio Public Library (SAPL) has partnered with Overdrive, the leading full-service digital distributor of eBooks, audiobooks, music and video worldwide, to produce the Digital Library.

SAPL Library cardholders visiting the Digital Library will be able to quickly access the Library's entire digital collection via wallpaper. Additionally, the Library has the first-ever temporary Library card feature, available from OverDrive, for visitors from out-of-town or for those who do not yet have a SAPL library card.

Fast and easy to use, the Digital Library is just another innovative way the San Antonio Public Library is accomplishing their mission of changing lives through the power of information, imagination and ideas.

## Swearing-In Ceremony

The Office of the City Clerk held a Swearing-In Ceremony on October 17, 2014, at the Witte Museum for newly appointed Board and Commission Members. Councilmembers Keith Toney, District 2 and Mike Gallagher, District 10 greeted the members and thanked them for their service. Each Board Member received their Certificate of Appointment, a Board Lapel Pin, and personal congratulations from the Councilmembers.



## Excellent Customer Service

## For the Record...

Josie Leal, long time staff member of the Vital Records Division, went to extraordinary lengths to register a non-institutional birth for an Adoptive Parent. Ms. Leal contacted various ambulance service companies to obtain an EMS report to determine the location and details the birth. With this information, Ms. Leal was able to register the birth and the State Vital Statistics Unit provided a birth certificate with the adopted name the same day. Kudos to Josie!

## New Employees

The Vital Records Division welcomed two employees in the month of July. Both Devon Hosey and Mayra Solis are new city employees who joined as Sr. Customer Service Representatives. Mayra (pictured right) is a very positive, cheerful and patient person. She enjoys working with customers as well as her peers. She says she has already learned so many things from each individual. She hopes to advance within the Office of the City Clerk.



Devon (pictured left) is very energetic, responsible, customer- friendly and always ready to work. Outside of work she likes to spend time with her family especially her new baby boy. She is excited to be a part of the Office of the City Clerk. We were all glad to welcome both of them, especially as it was just in time for the back to school rush!



## Passport Quarterly Statistics

### Applications processed

July - 1287  
August - 890  
September - 799

### \*Photos taken

July - 243  
August - 240  
September - 262

### Revenue for the Month

July - \$36,359  
August - \$26,173  
September - \$24,522



**Revenue generated for the Quarter - \$87,054.00**

Staff of the **Vital Records Facility** processed the following City records:

Birth Records Sold	Birth Records Registered	Death Records Sold	Death Records Registered
July - 7,448	July - 2,758	July - 1,394	July - 1,222
August - 8,713	August - 3,100	August - 1,343	August - 1,145
September - 5,263	September - 3,401	September - 1,227	September - 1,174

The **Municipal Archives and Records Staff** processed the following City Records:

### Incoming boxes for storage

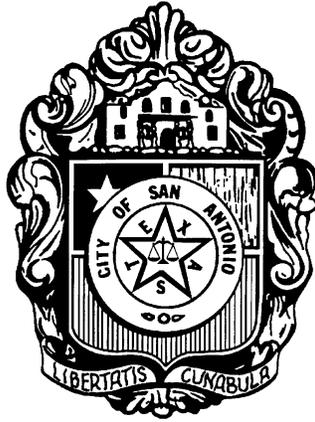
July - 676 cu. ft.  
August - 1534 cu. ft.  
September - 1,104 cu. ft.

### Records destroyed

July - 0 cu. ft.  
August - 0 cu. ft.  
September - 1,166 cu. ft.

1 cu. ft. equals 2.5 boxes





Leticia M. Vacek, TRMC/MMC  
City Clerk

Office of the City Clerk  
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**Office Hours**  
8:00 a.m. - 5:00 p.m.

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

**Information Available in the Office and On-line**

Bids & Contract Management  
Boards & Commissions  
Ceremonials  
City Council Minutes  
Codification of Ordinances  
Council Committee Minutes  
Municipal Elections  
City Ethics Board/Code  
Financial Disclosure Reports  
Oaths & Filings  
Publication of Notices  
Municipal Archives and Records Management  
Passport Applications and Information  
Vital Records