

### I Swear!!

City Clerk, Leticia M. Vacek raises her right hand many times during a year to administer the Oath of Office. Public Officials must take and sign an Oath of Office before exercising any of their power. This includes members of Council, Boards and Commissions, and Administrative Officers. Any person with authority to take and certify acknowledgments may administer the oath, including the City Clerk, a Justice of the Peace, a Notary Public, or a Register of Deeds. The Candidate taking the Oath must lift his or her hand while reciting the oath. The candidate qualifying for office must take the oath and sign a copy of the oath in the presence of the Administering Official. The signed copy is filed with the City Clerk.

Ms. Vacek is pictured administering the Oath at variety of locations such as the Tricentennial Board Meeting, in the Police Chief's Office, in the Office of the City Clerk, at the Ron Darnier Center, in her Office, Mayor Pro-Tem Swearing-In and following Canvass of City Elections in the City Council Chambers.



### Texas Municipal League Conference (TML)

City Clerk, Leticia M. Vacek, served as TML Host Committee Booth Chair for the Texas Municipal Clerks Association, during the Texas Municipal League Conference held at the Henry B. Gonzalez Convention Center September 23-25, 2015. The booth highlighted the Texas Municipal Clerks Certification Program, which has produced over 800 Texas Registered Municipal Clerks. Ms. Vacek is pictured with Sherry Mashburn, City Clerk of the City of College Station and President of the Texas Municipal Clerks Association.





<b>Rescheduled City Council Meetings</b>	
<u>Meeting date</u>	<u>Rescheduled to</u>
November 4-5, 2015	November 18-19, 2015
November 11, 2015	November 18, 2015
December 30-31, 2015	January 14-15, 2016

<b>Holiday Closing for City Offices</b>	
November 11, 2015	Veterans Day
November 26-27, 2015	Thanksgiving
December 24-25 2015	Christmas Holidays
December 28-31, 2015	Winder Holidays
January 1, 2016	New Year's Day

**United Way Charitable Campaign**

The Office of the City Clerk once again exceeded their goal for the United Way Charitable Campaign for 2015. The Department participated in the City-wide Kick-off Luncheon, held a Silent Auction, and achieved 100% participation from all 32 employees, and contributed \$3,725.84 to the Campaign. Special thanks is extended to this year's Department Coordinators Katie Rojas and Alexander Pytel.



**Municipal Leadership Institute (MLI)**

The Office of the City Clerk held a Municipal Leadership Institute Training (MLI) on June 15, 2015 at the Central Library. MLI provides an orientation of city government to all newly appointed Board and Commission Members. A comprehensive overview on MLI includes Ethics Requirements, Budgetary Information, Board Member Requirements, Parliamentary Procedures (Roberts's Rules of Order), Texas Open Meetings Act, and the Texas Public Information Act. All first-time appointed Board and Commission Members must attend a MLI Training Session. Councilman Alan E. Warrick, II welcomed the attendees to the session. City Clerk Leticia M. Vacek provided an overview of Board and Commissions. City Attorney Camila Kunau gave a presentation on Conduct of Meetings and Open Government Laws; and Compliance Auditor Marc Druck presented on Ethical Requirements.



**COREterly Recognitions**

Roland Castaneda (pictured right) received the COREterly Director Recognition for Integrity. Roland's peers noted his dedication to the Office of the City Clerk and to helping others. He is trustworthy; we know he will be present and on time, and he is efficient. On one particular day he was recognized for processing 40 passport applications out of the total 93 for that day.



Mayra Solis (pictured left) received the COREterly Director Recognition for Teamwork. Mayra's peers state that she is "always ready with a helping hand where needed" and "performs her duties without a complaint." Mayra is wonderful with customers and answers their questions in a friendly manner. Congrats to both!!





**New Employees**

J.C. Flores (pictured left) joins the Office of the City Clerk as a Senior Customer Service Representative. He received his Bachelor of Arts in Communications from the University of the Incarnate Word. He will be pursuing a Master's in Entertainment Business.



Jacob Orłowski (pictured right) also joins the Office of the City Clerk in the Vital Records Division as a Senior Customer Service Representative. Jacob attended Texas State University and aspires to join the Police Academy one day and become a Detective, as he has a keen interest in Criminal Justice.

**Passport Day**

The Passport and Vital Records Divisions held Passport Day on Saturday, September 26, 2015. In just 5 hours, staff processed 180 Passport applications, photographed 99 individuals, and sold 69 birth certificates for a Revenue total of \$7,572.00.

**Back to School Clinic**

The Vital Records Division partnered with the San Antonio Metro Health Department for a Back to School event on August 8, 2015 at the Wonderland of the Americas Mall. Families and their school-aged children were able to prepare for the upcoming school year at this one-stop shop. Birth Certificates for those born in Texas, and Immunization Records that were administered in Bexar County were available for purchase by the Vital Records Division, and low-cost immunizations were administered by Metro Health.

The **Passport Division** processed the following:



<b>Applications Processed</b>	<b>Photos Taken</b>	<b>Revenue for the Month</b>
July - 1,508	July - 561	July - \$47,597.00
August - 1,183	August - 432	August - \$36,567.00
September - 1,149	September - 458	September - \$36,140.00

**Summary of Passports for the Quarter**

3,840 passport applications processed    1,451 photos taken    \$120,304.00 in revenue

The **Vital Records Division** processed the following City Records:

<b>Birth Records Sold</b>	<b>Birth Records Registered</b>	<b>Death Records Sold</b>	<b>Death Records Registered</b>
July - 5,800	July - 4,323	July - 1,222	July - 1,543
August - 6,549	August - 3,167	August - 1,138	August - 1,438
September - 4,565	September - 3,151	September - 1,256	September - 1,526

Immunization Records sold for the Quarter - 2,872    Vital Revenue for the Quarter - \$436,692

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

**Incoming boxes for storage**

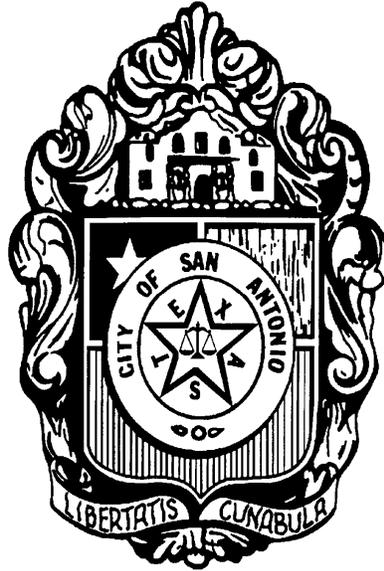
July - 306 cu. ft  
 August - 697 cu. ft.  
 September - 753 cu. ft.

**Records destroyed**

July - 764 cu. ft.  
 August - 1367 cu. ft  
 September - 546 cu. ft.

1 cu. ft. equals 2.5 boxes





Leticia M. Vacek, TRMC/MMC  
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](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

**Denise Luckey** Newsletter Editor