

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

**Behind the Scenes**



Irene Brand is a Department Fiscal Administrator (DFA, whose office is located on the mezzanine level of the Office of the City Clerk. Irene is a graduate of South San High School and received a BBA in Accounting from the University of Texas - Pan American in Edinburg. Before beginning a 10-year career as a DFA (9 years in Building and Equipment Services and 1 year with the Office of Sustainability), Irene worked in the

Finance Department for 6 years as an Accounting Supervisor. Irene left the City to work at the San Antonio River Authority for 4 years as an Assistant Comptroller before returning to City employment.

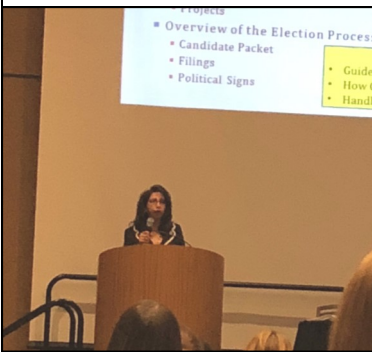
As the current DFA for the Office of the City Clerk, Mayor & Council, and City Manager’s Office, Irene says her days are always busy and no day is ever the same as the last. Requests range from delivering invoices, depositing checks, fiscal approval for shopping carts, p-cards, and travel requests, and expense reports, to monthly financial reporting and most importantly working on the development of the Annual Budget. Irene says that she enjoys learning about the different programs and activities of each department and is here to support them. Outside of work, she enjoys spending time with her family, and is currently busy planning for her daughter’s upcoming wedding in May.

Special points of interest:

- > “Behind the Scenes”
- > Dates & Deadlines
- > New Staff
- > Municipal Archives & Records Facility Stats

**2018 Election Law Seminar in Frisco, TX**

City Clerk Leticia Vacek joined the team of Election Law Seminar instructors this year for the Texas Municipal Clerks Certification Program in Frisco, TX. At the Election Law Seminar, she led the

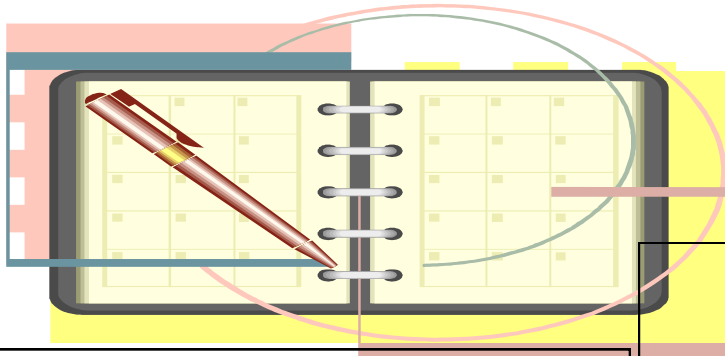


presentation on Candidate Packets, Candidate Application Process, and COSA’s Electronic Campaign Finance Reporting System. The Annual Election Law Seminar teaches new and experienced City Clerks Step-by-Step Processes on the Ordering, Posting, and Publishing of an Election; as well as, Accepting Applications, providing Candidate Packets, preparing for Runoffs, Vacancies, and holding Joint Elections. The Legislative Update on Elections was presented by Texas Municipal League General Counsel while the TX Secretary of State and TX Ethics Commission provided updates.

**Martin Luther King Jr. March**

Lina Rodriguez, Denise Luckey, and Leticia Saenz participated in the 50th Anniversary Martin Luther King Jr. March on January 15, 2018. San Antonio is host to the largest March in the Nation. An estimated 300,000 individuals walked the 2.5 mile journey to commemorate the legacy of Dr. King.





## Dates and Deadlines

### Board Liaison Officer Training

**Friday, March 2, 2018**

**Plaza de Armas Gallery**

**Session A: 9:00 to 10:30 a.m.**

**Session B: 2:00 to 3:30 p.m.**

The training is being presented by the Offices of the City Clerk and City Attorney and topics include:

- Board Appointment Process
- Responsibilities of the Board Liaison
- Ethics Code Review
- Open Meetings/Posting Agendas
- Financial Disclosure Requirements
- Charter Provisions for Board Members
- Minutes Recordkeeping, Certified Agendas
- Department Orientation for Board Members

#### **Financial Disclosure Reports (FDRs)**

**Due April 2, 2018 before midnight**

For Board & Commission Members covering the reporting period

January 1, 2017 - December 31, 2017

#### **Registered Lobbyist Quarterly Reports**

**Due April 15, 2018 before midnight**

Covering the reporting period

January 1, 2018 - March 31, 2018

#### **Personal Financial Statements (PFS)/ Financial Disclosure Reports (FDR) Addendum**

**Due April 30, 2018 by 5 p.m.**

For Mayor, City Councilmembers, City Manager and City Attorney

Covering Reporting period

January 1, 2017 - December 31, 2017

### Records Liaison Officer Training

**Tuesday, March 6, 2018 – Municipal Archives and Records Facility - 2:30 p.m.**

Records Management Training sessions are held monthly at the Municipal Archives and Records Facility for City Departmental Records Liaison Officers (RLOs) or those interested in becoming an RLO. The training familiarizes attendees with Local and State Regulations, the importance of Records Management, and provides the process by which the Municipal Archives & Records Division can help City Departments with their record needs. At the end of the training session, participants will have the knowledge to process their department's records and will be designated RLOs.

Contact your HR Specialist to register for our monthly training session and ask to be added to the class roster for the next Records Management Training.

**Tuesday, March 13, 2018 – Municipal Plaza B Room - 8:30 a.m.**

This training session is intended for all departments currently housed at City Hall. The training will address the same topics as the RLO referenced above, but has been created to help prepare City Hall Staff with their move during the renovation of the City Hall Building. Staff who attend the March 13th training will have the opportunity to be designated as RLOs within their respective departments.



**Vital Records Division** – Danielle Trevino joined the Vital Records Division as an Administrative Assistant I. She was born and raised in San Antonio and is a proud graduate of Clark High School. Danielle became a permanent COSA Employee after working in the Vital Records Office for almost 3 years as a temporary employee while she attended San Antonio College. Her goal is to continue her education and to advance in her career with the City of San Antonio.

**Archives Division** – Nat Norton joined the Municipal Archives and Records Facility as Archivist. Nat is originally from Fort Worth and moved to San Antonio after spending 10 years in Washington D.C. He earned an M.A. from Georgetown University and a B.A. from TCU. Nat, who is a Certified Archivist, loves libraries, archives, and museums and says he is looking forward to exploring San Antonio with all its culture and history.



**Passport Division**

Sylvia Valdez joined the Office of the City Clerk, Passport Division as an Administrative Assistant I/Passport Acceptance Agent in January 2018. Sylvia is a native of San Antonio, and previously worked at Bexar County for 4 years as a Passport Acceptance Agent.

**Vital Records Division Staff** processed the following:

Birth Records Sold	Birth Records Registered	Death Records Sold	Death Records Registered
October - 2,503	October - 3,209	October - 2,131	October - 1,252
November - 2,538	November - 2,724	November - 2,100	November - 1,312
December - 1,681	December - 2,078	December - 1,567	December - 884

**Municipal Archives and Records Division Staff** processed the following:

**Records Incoming (storage boxes)      Records Destroyed (storage boxes)**

October – 614 cu. ft.	October – 176 cu. ft.
November – 92 cu. ft.	November – 132 cu. ft.
December – 549 cu. ft.	December – 352 cu. ft.
1 cu. ft. equals 2.5 boxes	



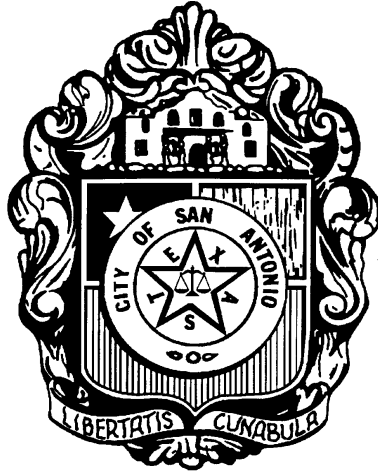
**Passport Division Staff** processed the following:



Applications Processed	Photos Taken	Revenue for the Month
October - 1,552	October - 635	October - \$48,514.00
November - 1,271	November - 525	November - \$39,758.00
December - 788	December - 342	December - \$24,938.00

**Summary of Passports for the Quarter**

3,611 passport applications processed    1,502 photos taken    \$113,210.00 in revenue



**Leticia M. Vacek, TRMC/CMC/MMC**  
City Clerk

Office of the City Clerk  
P.O. Box 839966  
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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 Photos  
Birth and Death Records

Newsletter Editor  
Denise Luckey