

For the Record...



Master Municipal Clerk Designation

Leticia M. Vacek, City Clerk of the City of San Antonio, has earned the designation of Master Municipal Clerk (MMC), which is awarded by the International Institute of Municipal Clerks (IIMC), Inc. The MMC designation is only granted to those municipal clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state.

Currently, there are a total of 1,136 Master Municipal Clerks in the United States, 12 in Canada and 1 overseas. In the State of Texas there are a total of 22 Master Municipal Clerks of the 10,300 members.

Leticia M. Vacek, TRMC/CMC
City Clerk
www.sanantonio.gov/

Special points of interest:

- > MMC Designation
- > Digitized Collection
- > Dates and Deadlines
- > New Councilmember
- > Staff after hours

Digitized Collection

The City of San Antonio's digitized records collection was highlighted in an Express-News article on December 11, 2011. Official San Antonio history is being digitized and placed on-line in a searchable format. Minutes of the Spanish and Mexican municipal governments of San Antonio prior to Texas' Independence to City Council Ordinances and Election Results to the present day are available. City Clerk Leticia Vacek is pictured left looking at an 1885 reproduction of the original Alamo plat. Tina Flores assists Ms. Vacek (pictured below) with Historical Election Results.



The City of San Antonio's Office of the City Clerk is responsible for storing and maintaining the city's official records.

Dates and Deadlines

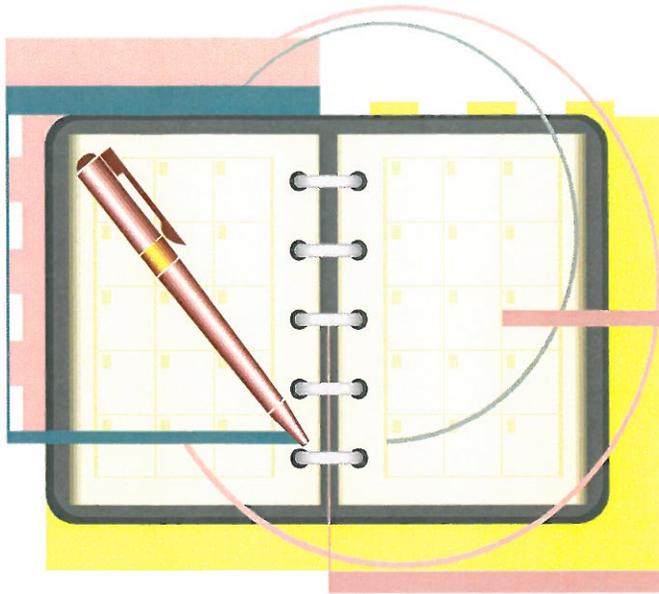
Financial Disclosure Reports (FDR's) due January 31, 2012

For City Officials and Designated City Employees
covering the reporting period
January 1, 2011–December 31, 2011

Lobbyist Annual Registration January 1-31, 2012

Financial Disclosure Reports (FDRs) due March 31, 2012

For Board & Commission Members
covering the reporting period
January 1, 2011–December 31, 2011



Municipal Leadership Institute (MLI)

Tuesday, February 21, 2012
9:00 am- Noon
Central Library Auditorium
600 Soledad

The Municipal Leadership Institute (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 (Robert'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.

New Councilmember

Leticia Ozuna was appointed by the Mayor and City Council, by unanimous vote at the Council meeting on January 12, 2012, to fill the District 3 vacancy. Ms. Ozuna will replace Councilmember Jennifer V. Ramos, who stepped down to run for a Bexar County Commissioner seat.

The city's charter requires the City Council to appoint a replacement for a vacant council office. Ms. Ozuna will serve in the position through May 2013.

Ms. Ozuna (pictured right) was sworn into office by City Clerk, Leticia Vacek following the vote.



HWNT Annual Conference



City Clerk Leticia M. Vacek and Assistant to the City Clerk Tina Flores attended the Hispanic Women's Network (HWNT) 25th Annual Conference October 28-30, 2011, in Austin, Texas. The two are pictured left with Esperanza "Hope" Andrade, Texas Secretary of State, one of the Honorary Chairs for the event. The HWNT is a statewide Latina organization with eight chapters across Texas. Its mission is to promote the advancement of Hispanic women in the public, corporate and civic life. The conference provided training sessions in the areas of health, professional development and leadership development.

Congratulations to Tina Flores, Assistant to the City Clerk, who received her Masters in Business Administration from the University of the Incarnate Word, on December 9, 2011.



City Clerk Leticia M. Vacek and Assistant to the City Clerk Tina Flores attended the Hispanic Women's Network (HWNT) 25th Annual Conference October 28-30, 2011, in Austin, Texas. The two are pictured left with Esperanza "Hope" Andrade, Texas Secretary of State, one of the Honorary Chairs for the event. The HWNT is a statewide Latina organization with eight chapters across Texas. Its mission is to promote the advancement of Hispanic women in the public, corporate and civic life. The conference provided training sessions in the areas of health, professional development and leadership development.

City Manager's 5K Run/Walk



Office of the City Clerk staff and a few of their family members braved the rainy weather on Saturday, December 3, 2011, to participate in the City Manager's 5K Run/Walk at Brackenridge Park.



Participants (pictured above) included Leticia Vacek, her sister Martha and Carri Wiggins. Pictured right are Kenny Vacek, Leticia, Martha, Denise Luckey, Rosalinda Diaz and Andy. Other participants not pictured were Leticia Saenz, Cindy and Sarah Garcia, Julia Aguirre, and Juan Diaz.

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

Incoming storage boxes

October – 188 cu. ft.
 November – 284 cu. ft.
 December – 702 cu. ft.

Records destroyed

October – 325 cu. ft.
 November – 66 cu. ft.
 December – 627 cu. ft.

1 cu. ft. equals 2.5 boxes

Summary of Passports for the 4th Quarter

924 passport applications processed 361 photos taken \$30,910 in Revenue





Leticia M. Vacek, TRMC/CMC
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

Information Available in the Office

Bids & Contract Management
Boards & Commissions
Ceremonials
City Council Minutes
Codification of Ordinances
Council Committee Minutes
Elections
Ethics
Financial Disclosure Reports
Oaths & Filings
Publication of Notices
Records Management

Newsletter Editor
Denise Luckey