January 2019

For the Record...

Volume 11, Issue 3

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

Special points of interest:

> Election Information

> Dates and Deadlines

> Staff at Work

Congratulations Judge Shaw!

William 'Cruz" Shaw resigned as Councilmember of City Council District 2 to accept an appointment of Associate Judge for 436th Judicial District Court. He will begin working with juveniles that have found their way into the justice system. Shaw's resignation became effective January 7, 2019. At the City Council meeting of January 10, 2019, Mayor Nirenberg presented Shaw (shown left with his wife Michelle) with an Official Appreciation plaque on behalf of the City of San Antonio. The District 2 seat will be filled by an appointment selected by the Mayor and City Council.

Welcome back!

Former District 8 Councilmember Art Hall was selected to serve as the Interim District 2 Representative to complete the remainder of the term vacated by William "Cruz" Shaw. Hall, an Attorney and Investment Banker, previously served on City Council from 2003 to 2007. His previous Council experience means he will literally be able to hit the ground running. Congratulations and Welcome Back Councilmember Hall!

Open Records Request (ORR) Training

The Office of the City Clerk, along with the Attorney General's Office, facilitated an Open Records Request (ORR) Training at the Municipal Archives and Records Facility on November 16, 2018. Tamara Smith and Jahnna Ward, Attorneys from the Attorney General's Office, presented at the event. Tamara has been with the AG's Office for 10 years and is the Director of Education and Enforcement in the Open Records Division. Jahnna has worked for the AG's Office for the past 2 years, and was previously an Appellate Attorney with the Texas Department of Criminal Justice. Nearly 40 City Employees and Municipal Clerks from surrounding areas attended the training.

Dates and Deadlines...

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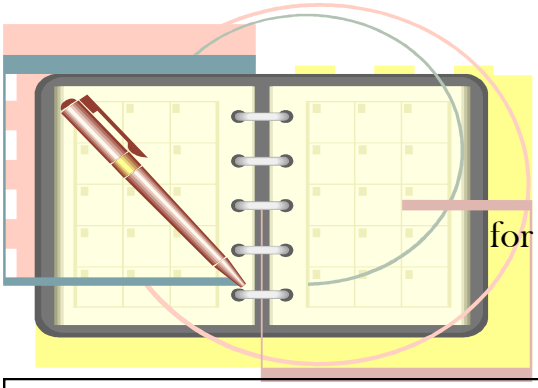


E-Financial Disclosure Reports (FDR's)
are due electronically to the Office of the City Clerk

for **City Employees** no later than **January 31, 2019**
for **Board & Commission Members** no later than **April 1, 2019**

The report period covers
January 1, 2018 – December 31, 2018

Personal Financial Statement (PFS) Addendum for Candidates of **Mayor and/or Council** are physically due to the Office of the City Clerk by 5:00 p.m. on **March 7, 2019.**

Deadline for a CANDIDATE to file an Application for a Place on the Ballot is February 15, 2019, by 5:00 p.m.

The Office of the City Clerk, located on the 1st floor of the Municipal Plaza Building, will be open from 8:00 a.m. to 5:00 p.m. to accept, verify, and notarize Applications; accept and verify supplemental documents; and accept payment.

Boards and Commissions Swearing-In

The Office of the City Clerk hosted a Swearing-In Ceremony for newly appointed Boards and Commissions Members at the San Antonio Museum of Art on November 2, 2018. Roberto C. Treviño, District 1 City Councilmember welcomed the group and thanked them for their service. City Clerk, Leticia Vacek administered the Oath of Office to the Members, and each received a Certificate of Appointment and Board lapel pin. Congratulations to all!

2019 General City Election Information

Friday, February 15, 2019	5:00 p.m. Deadline for CANDIDATE to file an Application for a Place on the Ballot.
Tuesday, February 19, 2019	10:00 a.m. Drawing for the Order of Places on the Ballot for CANDIDATES. Drawing to be held in City Council Chambers.
Friday, February 22, 2019	5:00 p.m. LAST day for a Candidate to Withdraw from the General Election Ballot. Due to the Office of the City Clerk
Thursday, March 7, 2019	5:00 p.m. Deadline for CANDIDATES to submit a Personal Financial Statement. Due to the Office of the City Clerk
Thursday, April 4, 2019	**LAST day to Register to Vote** for the May 2019 General City Election with the Bexar County Elections Office.
April 22-30, 2019	**Early Voting period** by Personal Appearance for General Election.
Saturday, May 4, 2019	**Election Day 7:00 a.m. to 7:00 p.m.** Cast vote at your regular polling site.
Wednesday, May 15, 2019	2:00 p.m. City Council to Canvass the Results of the General Election.
Thursday, June 1, 2019	9:00 a.m. 2019-2021 Mayor and Council officially take office per City Charter, if elected on May 4, 2019.
May 28-June 4, 2019	**Early Voting period** by Personal Appearance for **Run-off Election**.
Saturday, June 8, 2019	**Run-Off Election Day 7:00 a.m.-7:00 p.m.**
Wednesday, June 19, 2019	2:00 p.m. City Council to Canvass the Results of the Run-off Election. Mayor will present Certificates of Election. The City Clerk will administer the Statement of Elected Officer and Oath of Office. Official Photo of the 2019-2021 Mayor and Council. 3:00 p.m. Blessing of the 2019-2021 Mayor and Council. 5:00 p.m. Inauguration Ceremony of 2019-2021 Mayor and Council in the Council Chambers. Reception will follow on the Mezzanine Level.
Thursday, June 20, 2019	9:00 a.m. First Complete City Council Meeting of the full 2019-2021 Mayor and Council.

For a listing of Election information and voting locations visit www.sanantonio.gov/clerk/elections. For Voter Registration information visit www.bexar.org or call the Bexar County Elections Office at 210-335-VOTE.

**Calendar subject to change*

CORE-terly Award

City Clerk Leticia Vacek presented Cecily Pretty with a CORE Values Award for Teamwork and Professionalism. Cecily was recognized for her assistance with the Public Hearing on the World Heritage Proposal and invaluable service to the San Antonio Tricentennial Celebration Commission. Congratulations Cecily!

Founders Day

The Office of the City Clerk Municipal Archives and Records Staff participated in the Annual Founder's Day Event held on December 16, 2018, at Travis Park. Several of San Antonio's cultural and historic treasures, including the San Fernando de Bexar Minute Book, City Record Book 1 that holds the original Alamo plat, and the hand-carved City Seal created by Johannes C. Scholze in 1925, were on display. Archivist Nat Norton spoke with visitors on services that are available at the Office, and provided information on the services offered by the Vital Records and Passports Divisions.

Youth Commission Swearing-In

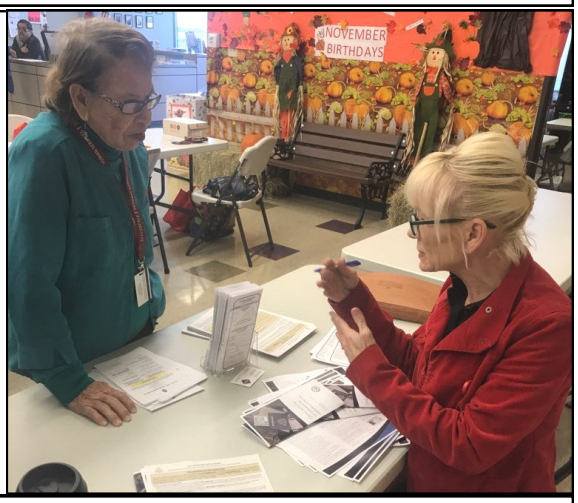
A special Swearing-In Ceremony was held for the San Antonio Youth Commission (SAYC) in the Council Chambers on December 5, 2018. The SAYC is comprised of 22 student members (from local high schools), two (2) members are chosen from each Council District, and the Mayor selects two (2) at-large student members. The goals and objectives of the Commission are to respond to current situations affecting young persons and to develop solutions for problems.

Five Star Service Award

The Office of the City Clerk Vital Records Division has earned the 2018 Exemplary "Five Star Service Award" from the State of Texas Vital Statistics Unit for the 8th year in a row. This prestigious honor is awarded for diligence in timely and accurate registration of Birth and Death Records which has a profound impact on Texas Citizens. San Antonio is one of only 12 cities in Texas and the largest to achieve this honor in 2018. The award represents the diligence and accuracy for registration of birth and death records.

Passport Information

Rebekah Jamison, Passport Division Supervisor attended a Community Resource Fair at the Willie M. Vasquez Senior Center on Friday, November 16, 2018. Rebekah says she did not have many customers in the beginning, but once attendees realized that she spoke Spanish, all of a sudden she had a line of seniors asking questions about how to obtain a passport. Rebekah was able to provide information on how to obtain a passport either by being born in the United States or by becoming a naturalized citizen of the United States.



The **Passport Division Staff** processed the following:

Applications Processed	Photos Taken	Revenue for the Month
October - 1,525	October - 761	October - $65,383.00
November - 1,384	November - 647	November - $58,893.00
December - 783	December - 371	December - $33,393.00

Passport Revenue for the Quarter - $157,669.00

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

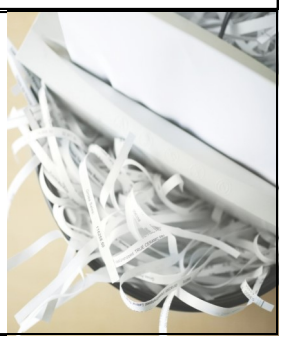
Birth Records Sold	Birth Records Registered	Death Records Sold	Death Records Registered
October - 5,275	October - 2,903	October - 1,019	October - 1,394
November - 4,390	November - 2,448	November - 939	November - 1,243
December - 3,280	December - 2,773	December - 808	December - 1,328

Vital Revenue for the Quarter - $325,765.00

The **Municipal Archives & Records Division Staff** processed the following:

Incoming Records for Storage	Records Destroyed (met retention)
October - 269 cu. ft	October - 886 cu. ft.
November - 824 cu. ft.	November - 852 cu. ft.
December - 397 cu. ft.	December - 110 cu. ft.

1 cu. ft. equals 2.5 boxes



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

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Phone: 210-207-7253
Fax: 210-207-7032

Office Hours
8:00 a.m. - 5:00 p.m.

Website Address
www.sanatonio.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