

Office of the City Clerk  
Leticia M. Vacek, TRMC/MMC  
City Clerk  
www.sanantonio.gov/clerk  
210-207-7253

Special points of interest:

- > Volunteer & Summer Interns
- > Dates and Deadlines
- > Passport Day in the USA
- > Municipal Archives & Records

# For the Record...

## Volunteer and Summer Interns

This summer the Office of the City Clerk was fortunate to have three Summer Interns who have worked at the Municipal Archives and Records Facility. Two of the interns participated through the Mayor’s Ambassador Program, and the other from the Alamo Workforce Solutions Summer Youth Program.



### Volunteer

Ed Gaida has been volunteering with the Office of the City Clerk Municipal Archives and Records for the past two years. He is a local his-

torian and author of “*Sidewalks of San Antonio* and *Just for Fun! Jimmy Johnson’s Playland Park.*” Ed is currently working on scanning the City Block Tax Maps (Red Books) and assists with various projects including shredding and serving on the panel to hire the new City Archivist. Ed is a retired educator and retired photographer.

Steven Stover, a Mayor’s Ambassador Program Intern, has been working diligently on indexing deeds and entering them into the online database. The deeds, which are handwritten, range from the 1880s to early 1900s. Steven is pursuing a Computer Science Degree at the University of Texas in San Antonio and plans to specialize in Cyber Defense.



Miryam Gonzalez is a first year intern with the Mayor’s Ambassador Program. She is a sophomore at Allegheny College in Pennsylvania and plans to major in

Biology with a minor in Religious Studies. This summer Miryam has been working on describing maps from the City Engineers Collection. She also assists with preparing the maps to be humidified, flattened and properly stored.

Danielle Reyes is an intern through the Alamo Workforce Solutions Summer Youth Program. She is assisting with the inventory of records located in the warehouse. Danielle has been adding a description to the maps that were previously scanned from the City Block Tax Maps (Red Books). Danielle, a recent graduate of the George Gervin Academy, plans to attend San Antonio College in the Fall and pursue a degree in Fashion Design.





### Faces with Names

City Clerk Leticia Vacek attended the San Antonio and Bexar County Vietnam Fallen Heroes Faces with Names Ceremony. The project was led by Dr. Ricardo Romo and volunteers to mark the conclusion of an effort to honor area servicemen who gave their lives in the Vietnam War. The volunteers were able to gather 326 of 354 photo images of the servicemen. The Institute of Texan Cultures will serve as custodian of the Project while Leticia Vacek, City Clerk also received a copy to be made accessible.

### Association of Records Managers and Administrators (ARMA)

City Clerk Leticia Vacek read a proclamation on April 17, 2012, in observance of “Records and Information Management Week.” The proclamation was presented to Gilbert Barrera, President of the San Antonio Chapter, at their Annual ARMA Meeting. ARMA is a not-for-profit professional association on managing records and information—paper and electronic formats.



## November 6, 2012 Special Election Calendar

The City Council will call an Election for a 1/8 cent sales tax for a major investment in Early Childhood Education to develop authorized programs for early childhood education services to promote literacy.

- |                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| Thursday, August 9, 2012  | City Council Calls the Special Election                                    |
| Thursday, August 23, 2012 | Deadline to provide Pre-clearance submission to U.S. Department of Justice |
| Tuesday, October 9, 2012  | Last day to Register to Vote for November 6, 2012 Election                 |
| Monday, October 22, 2012  | First day of Early Voting by Personal Appearance                           |
| Tuesday, October 30, 2012 | Last day to Apply for Ballot by Mail                                       |
| Friday, November 2, 2012  | Last day of Early Voting by Personal Appearance                            |
| Tuesday, November 6, 2012 | Election Day                                                               |

## Municipal Archives and Records Facility

City Manager Sheryl Sculley toured the Office of the City Clerk's Municipal Archives and Records Facility, along with its Passport Services Division on July 27, 2012. The City Manager (right) had an opportunity to view an original copy of the City's FY 1892-1893 Budget. Sheryl also toured the warehouse where the industrial-sized shredders were in use. The



City Clerk noted that each month since 2007, nine tons of shredded material has been sold as recyclable product, and has been averted away from the landfill.

### New Employee

Amy Canon joined the Office of City Clerk in June 2012 as the City Archivist. A native of San Antonio, Amy brings a solid background of knowledge about San Antonio and Texas History. Prior to joining the City, Amy worked as a Corporate Archivist for DeWolff Boberg & Associates. She has worked at the San Antonio *Express-News* and DRT Library. Amy has a Master's in History with a focus on Archival Studies and Public History from Texas State University, and a Bachelors in Art Degree in History from Texas Lutheran University.



The **Municipal Records Facility** staff processed the following City records:

#### Incoming storage boxes

January - 557 cu. ft.

February - 288 cu. ft.

March - 706 cu. ft.

#### Records destroyed

January - 1365 cu. ft.

February - 1527 cu. ft.

March - 235 cu. ft.

1 cu. ft. equals 2.5 boxes

### Passport Quarterly Statistics

#### Applications processed

April -874

May -856

June -960

#### Photos taken

April - 219

May -224

June - 216

#### Revenue for the Month

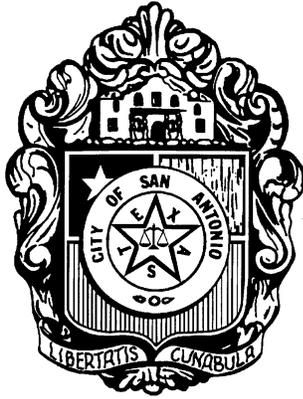
April - \$17,072

May - \$19,675

June - \$31,687

**Revenue generated for the Quarter-\$83,935**





**Leticia M. Vacek, TRMC/MMC**  
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**

Management and Preservation of Official City Records  
Bids & Contract Management  
Boards & Commissions  
Campaign Finance Reporting/Filing  
Ceremonials  
City Council Minutes  
Codification of Ordinances  
Council Committee Minutes  
Financial Disclosure Reports  
Personal Financial Statements Filings  
Publication of Notices  
Passport Acceptance Facility  
Elections  
Ethics

Newsletter Editor Denise Luckey  
Office of the City Clerk

# Municipal Leadership Institute (MLI)

The Office of the City Clerk hosted the Municipal Leadership Institute (MLI) at the Mission Library on June 15, 2012, for first-time appointed Board and Commission Members. 45 new members attended the session which provided a comprehensive overview of City Government, Ethics Requirements, Budgetary Information, Board Member Requirements, Parliamentary Procedures (Robert's Rules of Order), Texas Open Meetings Act, and the Texas Public Information Act. Councilmember Leticia Ozuna (pictured left) welcomed the attendees to the Institute.



**Boards and Commissions MLI**  
Thursday, September 27, 2012—11:30 am  
Central Library Auditorium  
600 Soledad  
San Antonio, TX 78205

For a complete listing of current Board and Commission vacancies, visit the Office of the City Clerk website at <http://epay.sanantonio.gov/BoardComm/Vacancies.aspx>. Applications are available on-line and may be submitted electronically.

## Municipal Clerk’s Week

Mayor Julián Castro presented a proclamation in recognition of “Municipal Clerk’s Week” to Leticia Vacek, City Clerk. Municipal Clerks serve as an information center on functions of local government and is the municipality’s official record keeper. The City Clerk provides a professional link between the citizens, the local governing bodies and agencies of government. Leticia is pictured with the Administrative Staff of the Office of the City Clerk.



# Passport Day in the SA

**Saturday, August 4, 2012 10:00 am -3:00 pm**

Office of the City Clerk Municipal Archives & Records Facility  
719 South Santa Rosa St.  
San Antonio, Texas 78204

*The Office of Vital Statistics will be open from 10:00 am-3:00 pm to accommodate residents who were born in San Antonio and need a Birth Certificate, and the cost is \$23.00.*

## Passport Book

Fee Types	Execution Fee (payable to City of San Antonio)	Passport Book Fee (payable to U.S. Dept. of State)
Adults (age 16 and over)	\$25.00	\$110.00
Minors (under age 16)	\$25.00	\$80.00

## Passport Card

Fee Types	Execution Fee (payable to City of San Antonio)	Passport Card Fee (payable to the Dept. of State)
Adults (age 16 and over)	\$25.00	\$30.00
Minors (under age 16)	\$25.00	\$15.00

## Optional Fees (payable to U.S. Dept. of State)

Expedited Service Fee	\$60.00
Overnight delivery to customer's home	\$12.72

## Optional Fees (payable to the City of San Antonio)

Passport Photo	\$16.22
Overnight delivery to USDS	\$25.15

Fees to the U.S. Dept. of State are payable by check or money order. Fees to the City of San Antonio are payable by cash, check or money order.

## Required documents to process a passport application:

- Passport Application
- Photo Identification
- Proof of United States Citizenship
- Passport Photo