



2014 San Antonio Women’s Hall of Fame

City Clerk Leticia M. Vacek will be inducted into the 2014 San Antonio Women’s Hall of Fame in the Public Service Category on March 22, 2014. SAWHOF recognizes and honors outstanding women in the community for their service and contributions. Mrs. Vacek’s contributions include: Creation of the City’s Archival Program and Digital Collections, Establishment of a Passport Acceptance Facility and the Implementation of an Electronic Campaign Finance

Reporting for Office-holders and Candidates. SAWHOF was established to honor women who have contributed substantially to San Antonio and/or Bexar County. The Induction Ceremony will be held at the Omni Colonade Hotel at 11:00 am. For tickets contact Dr. Adela at angonzalez3811@yahoo.com

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

Special points of interest:

- > Awards & Designations
- > Special Election
- > Dates and Deadlines
- > New Councilmember
- > Staff at work

Texas Registered Municipal Clerk (TRMC)

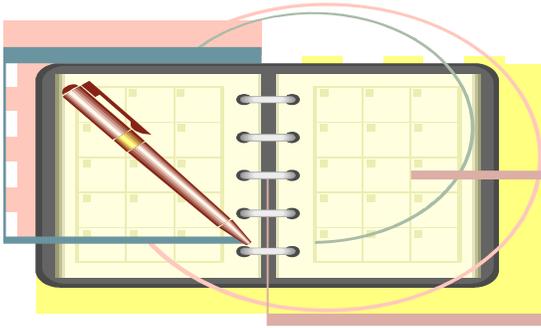
Deputy City Clerk, Leticia Y. Saenz and Assistant City Clerk, Melinda L. Uriegas received the designation of Texas Registered Municipal Clerk (TRMC) on January 16, 2014, at the Conference held in Irving, sponsored by the Texas Municipal Clerks Certification Program (TMCCP). Successful completion of TRMC requires approximately 200 hours of individual home study and written homework; examinations over four courses; and attendance at eight two-day seminars which can take up to five years to complete. The program provides courses in Public Relations, Finance and Budgeting, Personnel and Elections. TMCCP is the only University-Level Professional Educational Program for City Clerks and Assistants in Texas.



Master Registrar

Assistant City Clerk, Tina J. Flores was awarded the Master Registrar Certification at the Annual Vital Statistics Conference held December 11-13, 2013 in Austin. The Master Registrar Certification is a five-day course comprised of a small group of local registrars and deputies. The certification provides them with a deeper understanding of Vital Registration and issuance through the statutory framework of vital statistics, best practices while working collaboratively with the federal, state and local levels.

Dates and Deadlines



**Financial Disclosure Reports (FDRs)
due March 31, 2014**

For Board & Commission Members
covering the reporting period
January 1, 2013 - December 31, 2013

**Registered Lobbyist Quarterly Report
due April 15, 2014**

Covering the reporting period
January 1, 2014 - March 31, 2014

**Personal Financial Statements (PFS)/
Financial Disclosure Reports (FDR) Addendum
Due April 30, 2014**

For Mayor, City Councilmembers,
City Manager and City Attorney
Covering Reporting period
January 1, 2013—December 21, 2013

Board Liaison Training

**Monday, March 3, 2014
Municipal Plaza Room B**

**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 Office of the City Clerk and the Office of the City Attorney and Topics will 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

**SPECIAL CITY ELECTION
DISTRICT 9 AND DISTRICT 10
SATURDAY, MAY 10, 2014**

Monday, February 10, 2014	FIRST day to file an application for a place on the ballot - Office of the City Clerk.
Monday, March 10, 2014	5:00 p.m. - LAST day to file an application for a place on the ballot - Office of the City Clerk.
	5:30 p.m. - Drawing for the Ballot Order - Office of the City Clerk.
Thursday, April 10, 2014	5:00 p.m. - LAST day to Register to Vote for the May Special City Election with the Bexar County Election's Office. 335-VOTE
Monday, April 28, 2014	FIRST day of Early Voting by personal appearance at Early Voting Locations.
Tuesday, May 6, 2014	LAST day of Early Voting by personal appearance at Early Voting Locations.
Saturday, May 10, 2014	ELECTION DAY 7:00 a.m. to 7:00 p.m. at respective Polling Sites.

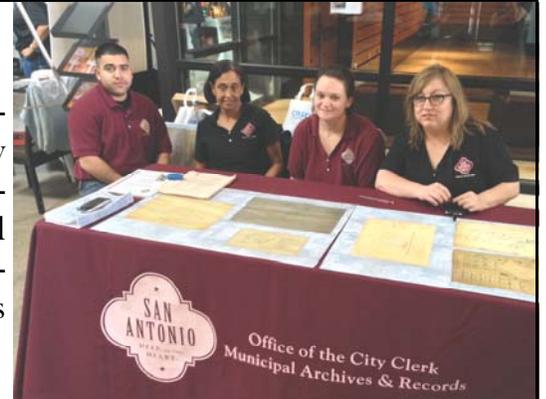


American Field Exchange History and Government Day

City Clerk Leticia M. Vacek participated in the American Field Exchange's (AFS) History and Government Day Program on November 15, 2013. Through AFS, young men and women from various countries, come to San Antonio, live with American families, and attend local high schools; while our local students in-turn, go abroad to live with AFS Families. Ms. Vacek provided the students with information on the City Council-City Manager Form of Government, the City's Election Process, local activities and cuisine. The students pictured with Ms. Vacek represented the countries of Bangladesh, Hungary, Italy, Denmark, Switzerland, Pakistan, Germany, Austria, Thailand, Yemen, Russia, and China.

Historic Homeowners Fair

On November 17, 2013, staff of the Office of the City Clerk exhibited at the 5th Annual Historic Homeowners Fair hosted by the Office of the Historic Preservation. Staff provided information on how to conduct research using the Archives and Digital Collections, while displaying historic maps. The Historic Homeowners Fair was held at the Pearl Brewery. Pictured right are Gus Alarcon, Julia Aguirre, Amy Canon, and Rachel Salazar.



Founders Day

Staff of the Office of the City Clerk participated in Founders Day on October 26, 2013, on the grounds of the Alamo. Founders Day is a celebration of the founding of the City of San Antonio and the different cultures that shaped our heritage and culture. Staff displayed copies of Historical Documents and provided information about the City Archives and Digital Collections available through the Office of the City Clerk. Pictured left are Gus Alarcon, Amy Canon, and Julia Aguirre.



Outgoing Councilmember

Mayor Castro presented an Official Appreciation Plaque to Outgoing Councilmember Carlton Soules, District 10, on January 30, 2014. Councilmember Soules expressed his sentiments to everyone on the dais, and thanked the citizens of District 10 for all of the support they had provided to him over the last 2 1/2 years. The Mayor and Councilmembers expressed their appreciation to Councilmember Soules for his service to the City of San Antonio and the citizens of Districts 10.

Boards and Commissions Swearing-In Ceremony

The Office of the City Clerk hosted a Swearing-In Ceremony for Newly appointed Boards and Commission Members at the Witte Museum on December 6, 2013. Over 135 board members and guests attended the event. Our thanks go out to Councilmembers Rebecca Viagran and Joe Krier for their presence. Councilmember Viagran presented each board member with their certificate of appointment.





Five Star Award

The Office of the City Clerk Vital Records Division was honored with the Five Star Award by the Texas Department of State Health Services at the 59th Annual Vital Statistics Conference on December 12, 2013. Pictured left are Assistant City Clerk, Tina Flores, State Registrar Geraldine Harris, City Clerk, Leticia Vacek, and Deputy Registrar, Carri Wiggins.

The award is based on staff timeliness, managing registration, training, accuracy, and improvement. Local Registrars; County, City, and District Clerks; and representatives from funeral homes, hospitals, and birthing centers participated in conference sessions.

New Employees



Ryan Cook (left) Administrative Assistant II joined the Office of the City Clerk in October of 2013. Ryan provides staff support to several City Council Committees, Customer Service, and also serves as a Passport Agent. Ryan received an Associate's Degree from Northwest Vista College, and is presently taking Spanish Courses at the Universidad Nacional Autónoma de México.



Katie Rojas, Library Assistant, joined the Municipal Archives & Records Facility January 2014. She recently married Kristopher Rojas. She holds a BA in Anthropology from UT-Austin and is enrolled in Graduate School through The University of Wisconsin-Milwaukee. Katie comes to the City after teaching history at Palo Alto High School for three years.

Staff of the **Vital Records Facility** processed the following City records:

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

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

Incoming storage boxes	Records destroyed
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	



Passports Processed for the 4th Quarter



1701 Passport Applications processed 478 Photos taken \$50,962.00 in Revenue



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

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
Vital Records

Newsletter Editor
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