

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

### Briscoe Museum of Western Art

The Office of the City Clerk partnered with the Briscoe Western Art Museum to produce the exhibit: *The Alamo: Preserving the Shrine of Texas Liberty and the Growth of the City of San Antonio*. The exhibit is located in the Library Portal and features historic surveys, maps and documents, documenting how the Alamo was preserved and commemorated from 1836 to 1936. Examples of maps featured in the exhibit include: an 1849 Survey completed for Samuel Maverick by Francois Giraud, showing the Alamo Church and providing the first documented measurements of the Alamo Walls, a drawing showing the planned layout of Alamo Plaza, an 1899 Map showing the Hugo Schmeltzer Store next to the Alamo and maps from 1883 and the

1920s showing property lines and the property owners bordering The Alamo and Alamo Plaza. Complementing the maps are City Council Ordinances showing the City’s support in the preservation and Commemoration of the Alamo and adjacent property.

A digital version was also produced of the exhibit and can be viewed via the Office of the City Clerk’s website: <https://www.sanantonio.gov/clerk/Archives/OnlineExhibits/AlamoDisplayExhibit.pdf>



Special points of interest:

>Vital Records Division

>Ceremonials & Events

>Staff after work

>Dates and Deadlines

### Vital Records Division

Vital Records Division serves the citizens of San Antonio by maintaining records of births, deaths, and fetal deaths that occur in the County of Bexar. Birth Records are available from 1897, death records from 1873, and Fetal Death Records from 1952. Four of the City of San Antonio’s Branch Libraries sell Birth Certificates for the years 2005 to the present for individuals born in San Antonio. Birth Records are sold from opening (which varies by day of the week and library location) until 5:00 p.m.

Great Northwest Branch Library  
Las Palmas Branch Library

Mission Branch Library  
Thousand Oaks Branch Library

### New Vital Records Staff



The Vital Records Division welcomes Jessica Gonzalez (left), who transferred from Animal Care Services as a Sr. Customer Services Representative. Jessica has been amazed at the volume of customers she serves on a daily basis. Nicole Imming (right), who also joins Vital Records as a Sr. Customer Service Representative, is a new City Employee from the private sector. Welcome Jessica and Nicole!

## Ceremonials and Recognitions

Staff in the Office of the City Clerk is responsible for preparing proclamations, certificates and other honorariums on behalf of the Mayor and City Council which are presented at Ceremonials, Press Conferences, Community events, and other venues. Staff is also responsible for coordinating events, presentations, and recognitions on behalf of the Mayor and Council such as the following:

- \* Coordinate Mayor and Council Swearing-In Ceremony
- \* Provide Tours of City Hall/Council Chamber
- \* Coordinate Municipal Court Judges Swearing-In Ceremony
- \* Speak to groups on Council/City Manager Form of Government
- \* Assist with scheduling Mayor and Councilmember at events
- \* Coordinate Floral Deliveries
- \* Arrange Point of Personal Privilege
- \* Schedule Invocators on Rotation
- \* Attend Community Events
- \* Schedule Mayor Pro-Tem Swearing-In



*Mayor Pro-Tem Swearing-In*



*Floresville Peanut Festival Court*



*Cinco de Mayo Wreath Laying Ceremony*



*National Night Out*



*Gates Millennium Scholar Recipient*



*Young Women's Leadership Academy*



*Point of Personal Privilege - UTSA's Center for Innovation and Technology Entrepreneurship*



*Boeing Global Service & Support*



*San Antonio Ambassador Great Debate Team*

### Staff After Work

#### American Sunrise Gala Song Slam



City Clerk Leticia Vacek participated in the American Sunrise Gala Celebrity Song Slam on October 26, 2013, at the Hyatt Regency Hotel. Mrs. Vacek sang a soft and melodic version of “Close to you” by the Carpenters. Mrs. Vacek is pictured left with former Councilmember Sheila McNeil who sang at the event with her church choir. Mrs. Vacek is pictured right with SAMMinistries President and CEO Navarra Williams, who was the winner of the Song Slam. This year’s honorees included former Councilman Frank Wing (posthumous) and Bexar County Judge, the Honorable Larry Noll.



#### District 10 Barbeque

City Clerk Leticia Vacek and Boards and Commissions Coordinator Brandon Smith attended the District 10 Barbeque on November 9, 2013, on the grounds of the Catholic Life Insurance building. Brandon, a resident of District 10, delivered the Invocation for the event. The two are pictured right with the District 10 Councilmember Carlton Soules in front of a Vintage Chevy police car.



#### Team Lucky Strike

Staff of the Office of the City Clerk participated in the City’s Sportsfest bowling tournament at Bandera Bowl on November 9, 2013. Team Lucky Strike literally hit the lanes rolling. Their individual and team scores were unavailable for publishing. The team (pictured right) consisted of Mariela Garcia, Gus Alarcon, Julia Aguirre, Nicole Inming, Roseann Sandoval, Carri Wiggins, Denise Luckey, Roland Castaneda, Lisa Lopez, and Brandon Smith. City Clerk, Leticia Vacek (pictured left) came to provide her support to the team as the cheerleader.





**Boards and Commissions**

**Municipal Leadership Institute (MLI)**  
**Friday, November 22, 2013**  
**Witte Museum**  
**12:00 - 4:00 p.m.**

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 (Roberts’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 Session.

**United Way Charitable Campaign**

The Office of the City Clerk once again exceeded their goal for the United Way Charitable Campaign. For 2013, the Department achieved 100% participation and contributed



over \$3,000.00. Special thanks is extended to this year’s Department Coordinators Carri Wiggins and Denice Trevino.

**Swearing-In Ceremony**  
**Friday, December 6, 2013**  
**Witte Museum**  
**11:00 a.m. - 12:30 p.m.**

All newly appointed City of San Antonio Board and Commission Members appointed during the period of November 1, 2012–November 21, 2013, are invited to attend the Swearing-In Ceremony. Each member will be presented with their Certificates of Appointment, Board Lapel Pin, and receive personal congratulations from the Mayor and City Councilmembers.

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

**Incoming boxes for storage**

- July - 69 cu. ft
- August - 160 cu. ft.
- September - 312 cu. ft.

**Records destroyed**

- July - 43 cu. ft.
- August - 22 cu. ft
- September - 75 cu. ft.

1 cu. ft. equals 2.5 boxes



**Summary of Passports for the 4th Quarter**

2,411 passport applications processed   679 photos taken   \$70,612 in revenue





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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 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