

>City Clerk

>Boards and Commissions

>Dates and Deadlines

>Municipal Archives, Passports and Vital Records Divisions

Mentees...



City Clerk, Leticia M. Vacek, is pictured with her two mentees, Christina Mares, Sr. Management Analyst with TCI and Claudia Pena, Department Fiscal Administrator at ACS. Mrs. Vacek has served as a Mentor to Ms. Mares and Ms. Pena through the Women’s Leadership Mentoring Program, which develops and

enhances skill sets to women seeking promotions and/or Executive Positions. Mrs. Vacek meets with the mentees to provide support, advice, and coaching in their current positions and potential advancement. Not pictured is Lynn Cox, Executive Assistant to David McCary (Solid Waste Management Director), who is also a mentee of Mrs. Vacek.

Municipal Leadership Institute (MLI)

The Office of the City Clerk held a Municipal Leadership Institute Training (MLI) at the Urban Ecology Center of Hardberger Park on October 31, 2017. 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 an MLI Training Session. Councilmember Greg Brockhouse welcomed the attendees to the session. City Clerk Leticia M. Vacek provided an overview of Boards and Commissions; Budget Director Justina Tate gave an overview of the City’s Budget process; Compliance Auditor Tina Flores presented on Ethical Requirements; and City Attorney Camila Kunau provided a presentation on Conduct of Meetings and Open Government.



United Way Charitable Campaign

The Office of the City Clerk has once again exceeded their goal for the United Way Charitable Campaign. City Clerk, Leticia M. Vacek and Cecily Pretty (pictured right) were invited to the City Manager’s Charitable Campaign Leadership Giving Appreciation Event on July 27, 2017 at the Culture Commons. For this year’s campaign, the Office held its signature Silent Auction, and achieved 100% participation from all 32 employees to reach their goal. The Office received the Spirit of San Antonio Crockett Award which is presented to groups whose giving level equal \$100 to \$199 per capita. Special thanks to this year’s Department Coordinators Brandon Smith and Michael Pollog.



United Way Kick-Off Luncheon

Staff of the Office of the City Clerk attended the United Way’s Pacesetter Luncheon at the Henry B. Gonzalez Convention Center on October 13, 2017. The “Pacesetters” represented 162 firms and nonprofit agencies that had contributed nearly \$25.5 million towards the organization’s \$47.5 community campaign goal. The Staff with hearts (pictured left) are Michael Pollog, Lina Rodriguez, Selina Ahumada, Leticia Saenz, Leticia Vacek, Brandon Smith, Denise Luckey, Cecily Pretty, Drew Brewer, and Diana Garcia.

COREterly Recognitions

Denice Trevino (pictured right) received the COREterly Director Recognition for “Teamwork.” Denice was nominated for the award for being recognized by numerous customers to include Chief Financial Officer, Ben Gorzell, who thanked her for her courteous and professional service when applying for a Passport. Denice exemplifies teamwork by always being willing to help internal and external customers and being the first to volunteer to assist the Passport Division when they are overwhelmed. Congratulations Denice!!



Reports due to the Office of the City Clerk

Lobbyist 4th Quarter Report

due by 5:00 p.m. - Tuesday, January 16, 2018
covering the period of October - December 2017

Mayor and City Council Semi-Annual Report

due Tuesday, January 16, 2018

Online Renewal Reporting for Lobbyists

due January 31, 2018

Financial Disclosure Report (FDR)

for City Employees

due by 5:00 p.m. - Wednesday, January 31, 2018
Covering the period January-December 2017

Rescheduled City Council Meetings

Meeting date	Rescheduled to
December 20-21, 2017	January 10-11, 2018
January 3-4, 2018	January 10-11, 2018

Holiday Closings for City Offices

December 25-29, 2017	Holidays
January 1, 2018	New Year’s Day

Municipal Archives and Records, Passports, and Vital Records Divisions



New Employees

Matthew Polansky (pictured left) joins the Office of the City Clerk as an Administrative Assistant I in the Municipal Archives and Records Facility. Matthew has previous experience working with the City of New Braunfels. He joins the team with a Bachelor’s Degree in History from Texas A&M University and a Master’s Degree in Public History from Texas State University. Matthew and his wife are the proud parents of a new baby girl.

Alma Puente Colleli (pictured right) joins the Office of the City Clerk as an Administrative Assistant I in the Passport Division. Alma previously devoted most of her professional career at the Texas Department of Economic Development. She also served as the Executive Director of the Rio South Texas Economic Council in the Rio Grande Valley. Alma hails from Harlingen, Texas and is a proud alumna of the University of Texas at Austin. She has one daughter, Cristal, who is a senior at the University of Texas San Antonio and a granddaughter Prestyn Reign. Alma is excited to join the team in the Passport Division where she can utilize her customer service skills.



The **Passport Division** processed the following:



Applications Processed	Photos Taken	Revenue for the Month
July - 1,919	July - 689	July - \$58,606.00
August - 1,928	August - 623	August - \$57,760.00
September - 1,151	September - 447	September - \$35,614.00

Summary of Passports for the Quarter

4,998 passport applications processed 1,759 photos taken \$151,980.00 in revenue

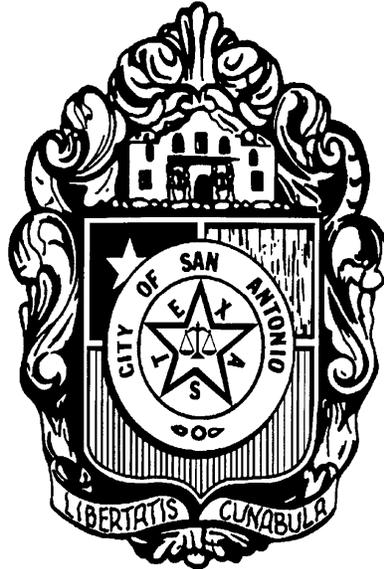
The **Vital Records Division** processed the following City Records:

Birth Records Sold	Birth Records Registered	Death Records Sold	Death Records Registered
July - 5,402	July - 2,501	July - 955	July - 1,159
August - 6,730	August - 2,855	August - 938	August - 1,258
September - 4,002	September - 2,875	September - 1,112	September - 1,158

The **Municipal Archives and Records Division** processed the following City Records:

- Total Images Scanned for Archiving – 994
- Total Images Uploaded to Digital Collection – 829
- Requests for Archived Records – 138
- Visitors to the Archives for Research – 10
- Records Management Training Sessions Held – 2





Leticia M. Vacek, TRMC/CMC/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 Photos
Birth and Death Records

Denise Luckey Newsletter Editor