

For the Record...

Leticia M. Vacek, TRMC/MMC
City Clerk

www.sanantonio.gov/clerk
210-207-7253

Special points of interest:

- >Surveyors
- >Election Information
- >Dates and Deadlines

Surveyors

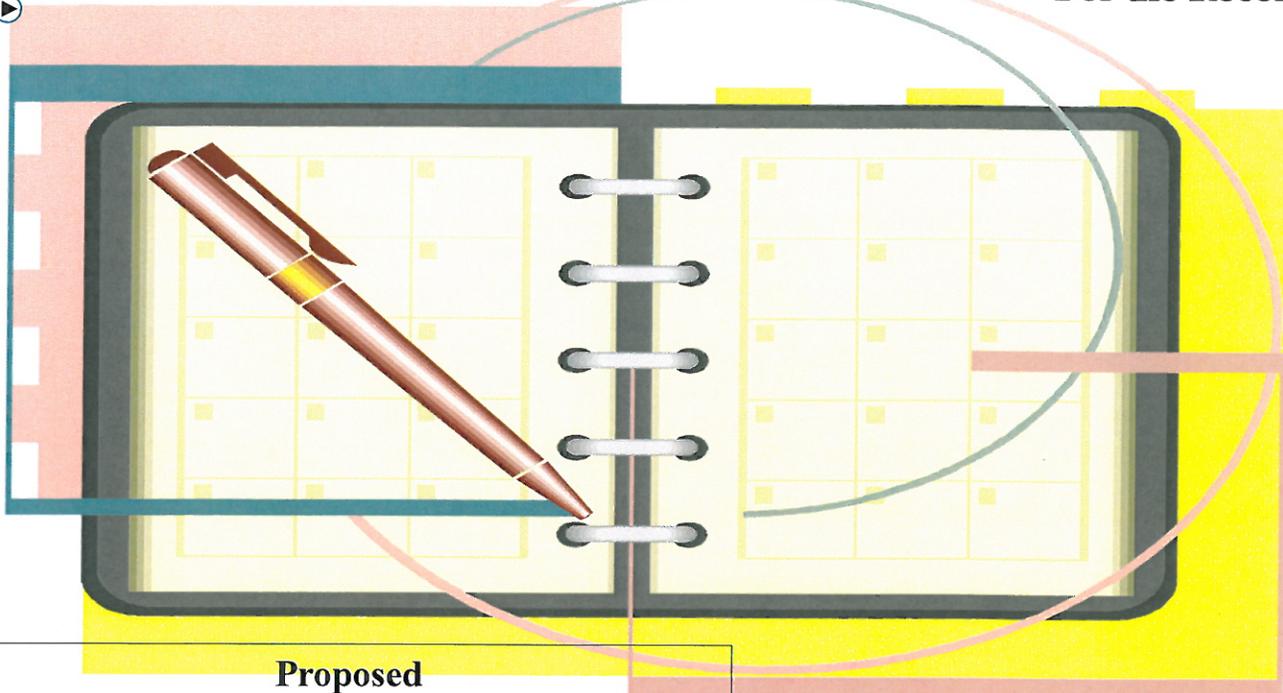
Four volunteers with the Texas Society of Professional Surveyors Alamo Chapter have been working on prioritizing the City’s historical maps. The project began December 7, 2011, and to date 1,786 maps and plats dated 1848-1950 have been scanned and are available for viewing on the Office of the City Clerk website. Volunteers include: **Dan Snell**, President of Maverick Land Surveying Company; **Joel Johnson**, President of Johnson Surveying Inc.; **Henry Kuehlem**, President of H.A. Kuehlem Survey Company; and **Jake Oder**, a member of Maverick Land Surveying Company.



Surveying and mapping is fundamental to all cities, civil engineering and for roadway work. It is also a vital function linking the interdisciplinary elements of a project from the planning through design stages, right-of-way acquisition, construction and final asset management to complete each project. A valuable resource, historic maps and surveys offer a window to the past. As new lands were discovered, settled maps were drawn to help locate landmarks, differentiate between claimed properties and help others to understand the area.



Rare and important items exist in the map collections. Examples include: an 1885 Ward Map of the downtown area of San Antonio divided into Eight Wards. The first City Survey Book, which includes the Original Plat of the Alamo, maps series from city engineers including: Francis P. Giraud (1849-1852), Gustave Freisleben (1856-1869), Edward G. Trueheart (1898-1901) and Charles G. Matlack (1883-1887). The City Engineers and Surveyors records also include information on structural projects, such as bridges and Work Progress Administration (WPA) conducted in San Antonio.



**Proposed
Rescheduled City Council Meetings**

<u>Meeting Date</u>	<u>Rescheduled to Date</u>
November 28 & 29, 2012	December 5 & 6, 2012
December 30 & 31, 2012	January 9 & 10, 2013
January 2 & 3, 2013	January 9 & 10, 2013

**Boards and Commissions
Swearing-in Ceremony
Tuesday, October 23, 2012 - 11:00 AM
Witte Museum**

Newly named City of San Antonio Board and Commission Members appointed between October 6, 2011 -September 20, 2012 are invited to attend the Swearing-in Ceremony. Certificates of Appointment and Board Lapel Pins will be presented. Each member will also receive personal congratulations from the Mayor and City Councilmembers.

Upcoming Holidays

November 12, 2012 - Veterans Day
November 22-23, 2012 - Thanksgiving
December 24, 2012 - January 1, 2013 Winter Break

The following Reports are due to the Office of the City Clerk by 5:00 p.m.

Semi-Annual Campaign Finance Reports
for Officeholders and Candidates
covering the reporting period
July 1–December 31, 2012
due **January 15, 2013**
On-line Report

Lobbyists Quarterly Report
Covering the reporting period
October 1 - December 31, 2012
due **January 15, 2013**

New and Existing Lobbyists Registration
due **January 31, 2013**

Financial Disclosure Reports (FDR's)
For City Officials and
Specified City Employees
Covering the period
January 1-December 31, 2012
due **January 31, 2013**
On-line Report

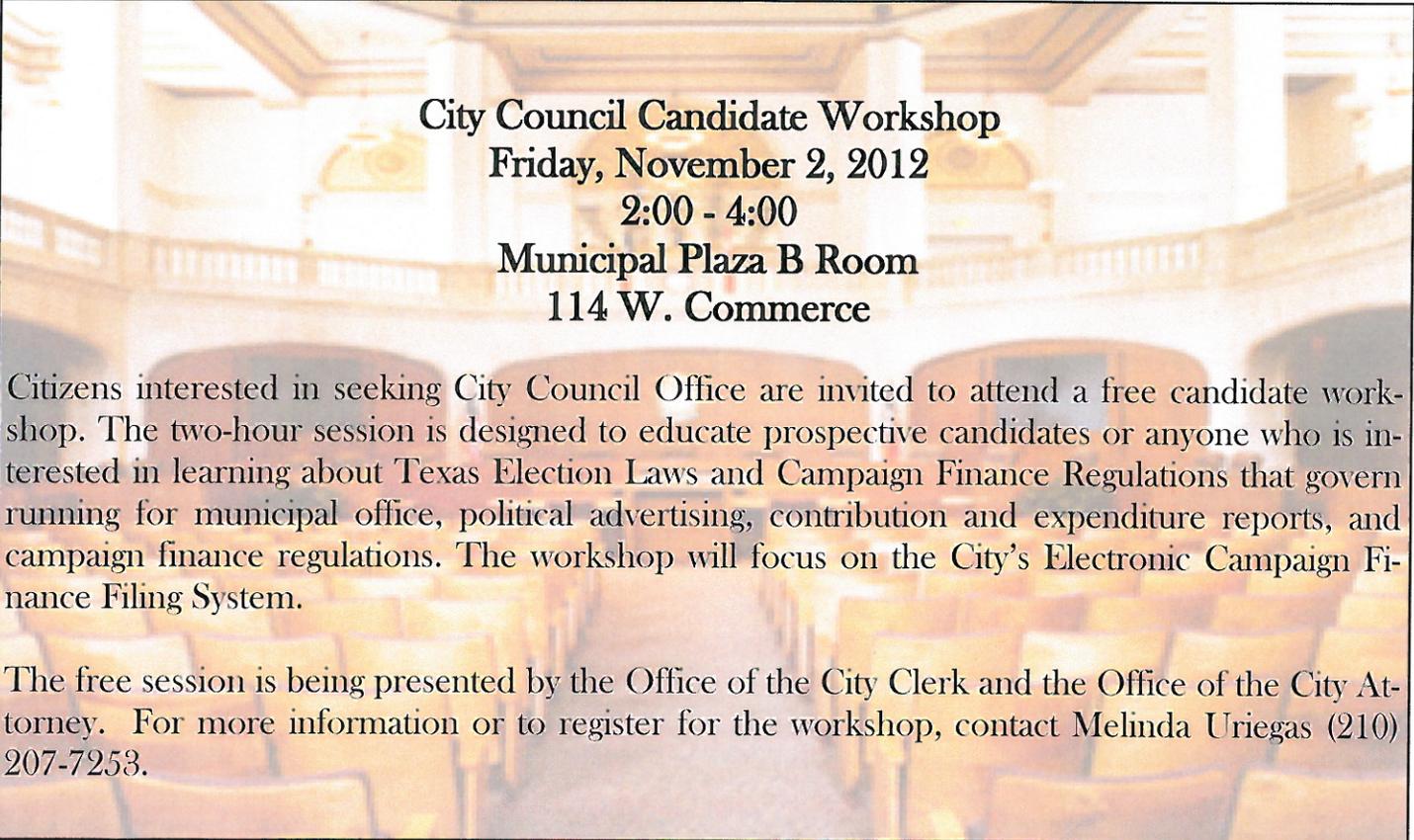
JOINT GENERAL SPECIAL ELECTION NOVEMBER 6, 2012

The City of San Antonio, will hold a Sales Tax Election to consider whether the City Council shall be authorized to impose a Sales and Use Tax for the “Pre-K4 SA” Early Childhood Education Program. Should the City Council be authorized to assess, levy, and collect a sales and use tax of one-eighth of one percent within the City of San Antonio for a maximum period of eight years for the purpose of financing authorized programs for early childhood development and education service for the development of math, reading, and life lone learning skills and the promotion of literacy skills to be implemented and developed by the San Antonio Early Childhood Education Municipal Development Corporation pursuant to Chapter 379A, Texas local Government Code.

Dates/Hours of Early Voting by Personal Appearance

Monday, October 22 thru Friday, October 26, 2012.....	8:00 a.m. to 6:00 p.m.
Saturday, October 27, 2012	8:00 a.m. to 8:00 p.m.
Sunday, October 28, 2012	Noon to 6:00 p.m.
Monday, October 29 thru Friday, November 2, 2012.....	8:00 a.m. to 8:00 p.m.
Tuesday, November 6, 2012 Election Day.....	7:00 a.m. to 7:00 p.m.

For a complete listing of Early Voting Sites, please visit the Bexar County Elections website at www.bexar.org/elections or call (210) 335-VOTE (8683)



City Council Candidate Workshop
Friday, November 2, 2012
2:00 - 4:00
Municipal Plaza B Room
114 W. Commerce

Citizens interested in seeking City Council Office are invited to attend a free candidate workshop. The two-hour session is designed to educate prospective candidates or anyone who is interested in learning about Texas Election Laws and Campaign Finance Regulations that govern running for municipal office, political advertising, contribution and expenditure reports, and campaign finance regulations. The workshop will focus on the City’s Electronic Campaign Finance Filing System.

The free session is being presented by the Office of the City Clerk and the Office of the City Attorney. For more information or to register for the workshop, contact Melinda Uriegas (210) 207-7253.

Municipal Leadership Institute

The Office of the City Clerk hosted the Municipal Leadership Institute (MLI) on Tuesday, September 27, 2012, at the Central Library Auditorium. MLI was established as a valuable source of information for newly appointed Board and Commission Members. Over 40 appointees attended the session to hear presentations by City Manager Sheryl Sculley, on Council-Manager Form of Government; Maria Villagomez, Director of Management and Budget, an Overview of the City's Budget Process; Leticia M. Vacek, City Clerk, Guidelines for Boards and Commissions; and Ed Guzman, Assistant City Attorney, Legal Issues relating to Responsibilities of Boards, Commissions and Committees; Ethics Code; Open Meetings/Open Records Act; and Robert's Rules of Order. Mayor Pro-Tem Rey Saldaña (pictured left) welcomed attendees to the training session.



Historic Homeowner Fair

City Archivist Amy Canon and Assistant City Clerk Tina Flores, attended the 4th Annual Historic Homeowner Fair on August 25, 2012, at Jefferson High School. The Office of Historic Preservation hosted the event and offered classes on how to care for an older home and preserve its value.

Over 75 guests visited the Office of the City Clerk's Table to learn about the City's Archival holdings and how to access and search the digital collection.

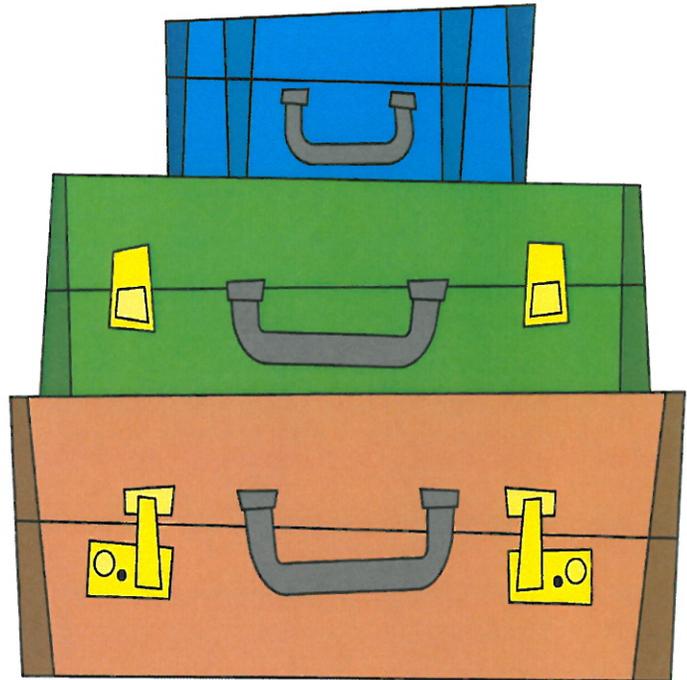


Planning to travel outside of the United States?

First, plan to get your Passport!



Will your next vacation or business trip take you outside of the United States? No matter where you go, a U.S. Passport will get you back home. To learn more about travel requirements for U.S. Citizens or to apply for your U.S. passport please join us for Passport Day.



Date: Saturday, November 3, 2012
Time: 10:00 am until 3:00 pm
Place: Office of the City Clerk - (210) 207-4214
Municipal Archives & Records Facility
719 South Santa Rosa
San Antonio, Texas 78204

Vital Records will be open from 10 am until 3 pm for those customers needing to purchase a certified copy of their Long-form Birth Certificate.

For passport information, fees, and forms, please visit Travel.State.Gov.



Leticia M. Vacek, City Clerk, is the recipient of Texas Municipal Clerks Association’s MCCi Scholarship in the amount of \$500.00 and Leticia Saenz, Deputy City Clerk, will receive the Underwood Law Firm Scholarship in the amount of \$500.00. Mrs. Vacek will utilize her scholarship for Re-certification as a Texas Registered Municipal Clerk. Ms. Saenz has begun the certification program and will utilize same for that purpose.



New Baby

Congratulations to Jacquelyn Salvador, Administrative Assistant I, and her husband Ruben, on the birth of their first child, Moses Ruben Salvador. Baby Moses was

born on July 18, 2012, weighed 8 lbs 15 ounces and was 20 1/2 inches long. Moses is the 3rd grandson of Officer Albert M. Castillo, Mayor's Executive Protection Officer.

New Employee

Rachel Salazar, Administrative Associate, joined the Office of the City Clerk in September of 2012. She worked at the Solid Waste Management Department for two years. Rachel is responsible for researching City Ordinances, assisting customers via email, phone and in person. She will also process Passport Applications. Rachel has been married for 27 years and has a daughter Shelby Lynn 19.



United Way Charitable Campaign

The Office of the City Clerk has once again exceeded their goal for the 2012 United Way Charitable Campaign. The Department had 100% participation and met their goal of \$2700.00. Special thanks to the Office Campaign Coordinators Denise Luckey and Amy Doege, who were both featured on the 2012 COSA Campaign Poster.

Passport Quarterly Statistics



Applications processed

July -683
 August -613
 September -402

Photos taken

July - 195
 August -170
 September - 114

Revenue for the Month

July - \$21,580
 August - \$19,057
 September - \$12,300

Revenue generated for the Quarter-\$52,937.00

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

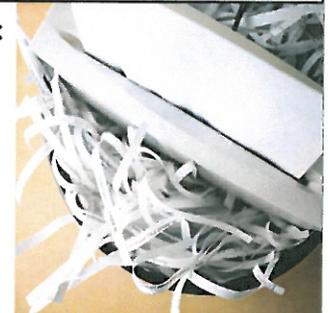
Incoming boxes for storage

July – 150 cu. ft
 August – 546 cu. ft.
 September – 302 cu. ft.

Records destroyed

July – 2,768 cu. ft.
 August – 2,183 cu. ft
 September – 1,369 cu. ft.

1 cu. ft. equals 2.5 boxes





Discover!

Discover Your San Antonio Treasures

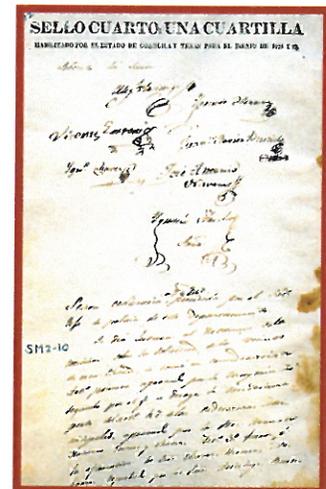
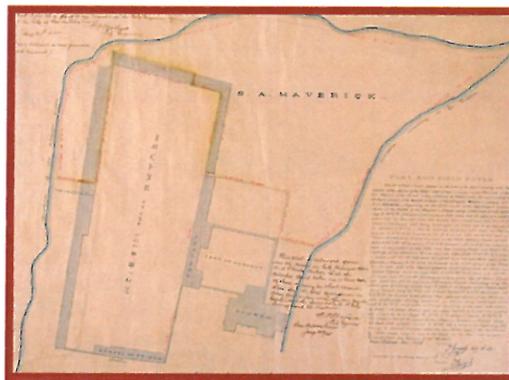
In Celebration of National Archives Month

The City of San Antonio Office of the City Clerk Municipal Archives & Records, opens your door and hosts an open house displaying San Antonio's Historical Treasures.

Staff from the Office of the City Clerk Municipal Archives & Records will be on hand to show you how you can search and access these documents first hand using the Office of the City Clerk website as well as answer questions on the history and preservation of San Antonio.

Where: Municipal Archives & Records Facility
719 S. Santa Rosa Street
San Antonio TX 78204

When: Tuesday, October 23
Tuesday, October 30
From 2 pm to 7 pm on the dates listed above.

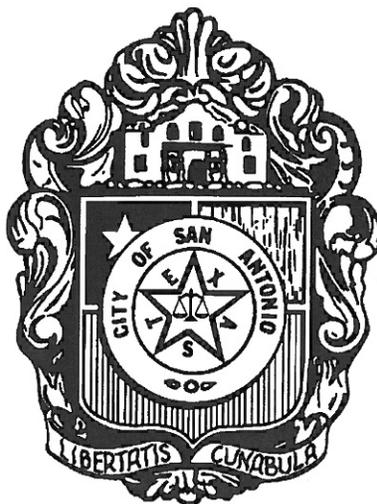


National Archives Month

Mayor Pro-Tem Rey Saldaña presented a proclamation to staff from the Office of the City Clerk, in recognition of National Archives Month.

Pictured are City Clerk, Leticia Vacek, Assistant City Clerk, Tina Flores; City Archivist, Amy Canon; Councilmember Saldaña; Deputy City Clerk, Leticia Saenz; Assistant City Clerk, Melinda Uriegas; and Senior Administrative Assistant, Denise Luckey.





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

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

Elections Information

Financial Disclosure Reports

Personal Financial Statements Filings

Publication of Notices

Passport Acceptance Facility

Elections

Ethics