



City Clerk

Leticia M. Vacek, TMRC/MMC

Leticia M. Vacek was appointed San Antonio City Clerk in May, 2004 by the Mayor and City Council. Ms. Vacek reports directly to the Mayor and Council. She is responsible for an array of services provided by the Office of the City Clerk. Services include customer service in the areas of research, certified documents, historical data, accepting claims, citations on behalf of the City. The City Clerk is the filing authority for Financial Disclosure Reports of the Council, City Boards and Commission Members and City Department Directors and Assistants. She oversees Boards and Commissions Municipal Leadership Institute of newly appointed Board Members and their appointment process. Ms. Vacek is also responsible for overseeing the conduct of Municipal elections in accordance with the Texas Election Code. The City Clerk serves as the Filing Authority for Lobbyists Registration/Reporting as well as Campaign Expense and Contribution Reports for City Officeholders and Candidates.

The City Clerk is also the Official Custodian of Records and oversees the Municipal Archives and Records Facility staff and relative policies and procedures for records management and the preservation of documents. As Custodian of all Official Documents, the City Clerk oversees the execution and attests to all ordinances, resolutions, minutes, and contracts in accordance with the requirements of the Texas State Library. A new initiative by Ms. Vacek was being named a Passport Acceptance Facility in order to process passport applications for the US Department of State. The City Clerk oversees the coordination of Ceremonial Items and Swearing-In events. The City Clerk is responsible for the submission of City Council minutes to be approved by the City Council. Her office provides council support for the rotation of Mayor Pro Tem, Invocators, Council Committee Minutes, Board Appointments and caterers.

Ms. Vacek joined the City of San Antonio with 20 years of municipal experience. She began her municipal career with the City of Harlingen serving four years in Administration and lastly as Assistant City Clerk. In 1988, Ms. Vacek joined the City of McAllen and served as Assistant City Clerk. She was appointed McAllen City Clerk in June, 1990 by the Mayor and Council and also served as Director of Civil Service. In McAllen, she also served as Director of Administration overseeing the Media Relations Office, the City's Cable Network Office as well as the Mail Center and Vital Statistics Divisions.

Ms. Vacek's "vision" for the Office of the City Clerk is to empower employees to evolve into a progressive and state-of-the-art Office and Records/Historical Archives Center by providing efficient and exceptional public service.

Education

- University of the Incarnate Word – Accepted into the graduate program for a Masters Degree in Organizational Development.
- University of the Incarnate Word – Graduate with a Bachelor of Arts and Applied Science Degree.
- University of North Texas – Texas Municipal Clerks Certification Program, Texas Registered #207
- South Texas Community College – Public Service Administration Degree, Phi Theta Kappa Graduate.
- International Institute of Municipal Clerks – Certified Municipal Clerks Program, Certified.
- International Institute of Municipal Clerks – Attained the Certified Municipal Clerk designation.
- International Institute of Municipal Clerks – Attained the Master Municipal Clerk designation.

Professional Memberships and Community Involvement

Member - Texas Municipal Clerks Association; Member – International Institute of Municipal Clerks; Past President of Alamo Chapter of Texas Municipal Clerks Association; Member – National Parliamentarians Association; Member - Latina Girl Scouts Advisory Council; Member - Hispanic Women's Network of Texas; Served on the Texas State Library Board Advisory Committee; Served on the Texas Municipal Clerks Association, Inc. Board of Trustees; Served on the Texas Municipal Clerks Association Certification Committee; Clark High School Parent/Teacher Association; Member of Oak Hills Church; Former Girl Scouts Troop #325 Treasurer and Troop Leader.

Honors

- 2005 Honorary Chair- 19th Annual Conference, Hispanic Women's Network of Texas
- 2006 Corporate Award- La Prensa's Annual Gala, Salute to Women in Action
- 2007 Five Star Award-City of San Antonio
- 2008 Customer Service Excellence Award-City of San Antonio
- 2009 Clerk of the Year - Alamo Chapter of Municipal Clerks.
- 2009 Texas Municipal Clerk of the Year - State of Texas Municipal Clerks, Inc.

Personal

Ms. Vacek is married to Ken and they have two children. She is a native of Harlingen, Texas.