

Municipal Clerk's Office Achievement of Excellence Award Packet

Application Packet Award Year 2020

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The Municipal Clerk's Office Achievement of Excellence Award is awarded by the Texas Municipal Clerks Association, Inc. (TMCA), to recognize excellence in the effective and efficient management of resources in a Municipal Clerk's Office. Goals of the Award program include:

- Recognizing Municipal Clerk's Offices that meet certain professional requirements.
- Promotion of the Municipal Clerk's Office within the community.
- Recognizing the Municipal Clerk's Office's engagement with its citizens, elected officials, and staff.
- Recognizing the efficient management of resources by the Municipal Clerk's Office.
- Recognizing demonstrated compliance with local, state, and Federal standards implemented by the Municipal Clerk's Office.

The Municipal Clerk's Office Achievement of Excellence Award is open to all offices of Texas Registered Municipal Clerks and the municipality they represent. The Achievement of Excellence Award covers a period of two years.

The award aligns with TMCA Strategic Plan, Initiative #4: Promotion of the Profession as adopted by the TMCA membership.

Introduction

**Municipal Clerk's Office Achievement of Excellence Award
Application Guidelines**

SUBMITTAL PERIOD: OCTOBER 1 - DECEMBER 31

SUBMITTAL GUIDELINES

This application packet outlines required documentation for evaluation and consideration by the committee.

In order to apply for the 2020 Municipal Clerk's Office Achievement of Excellence Award, a complete application packet, including all required documentation, along with the application fee must be received by the deadline to qualify for consideration. The completed application will be accepted electronically by Dr. Amy Holt at amy.holt@unt.edu.

CERTIFICATION REQUIREMENT

It is required that each office submitting application for the award have at least one staff person in the office whom has achieved their Texas Registered Municipal Clerk designation by time of application.

FEE

A \$50.00 non-refundable application fee must be received by December 31. The application fee may be made through the TMCA's online portal at <http://municlerks.unt.edu/>. If paying by check, please make check payable to the Texas Municipal Clerks Association and mail to Texas Municipal Clerks Association, 1155 Union Circle #305067, Denton, Texas 76203-5017.

COMMITTEE PROCESS

The TMCA's Municipal Clerk's Office Achievement of Excellence Award Committee will review entries for completeness. Incomplete applications will not be considered. A Municipal Clerk's Office will be awarded the Achievement of Excellence Award based on whether or not they met the criteria in nine (9) of the twelve (12) stated standards. The Office need not provide all services indicated in each standard, but shall include documentation demonstrating achievement of each standard selected.

Note all decisions of the Committee are final.

The person submitting the application will be advised of the Committee's decision no later than March 30. Awards recipients will be recognized in the TMCA newsletter.

**Municipal Clerk's Office Achievement of Excellence Award
Contact Form**

Name of Municipality: _____

1. To whom (Mayor, City Manager, etc.) should the formal announcement of the Achievement of Municipal Clerks Office Excellence Award be mailed? (The person submitting the application will also receive a copy of the formal announcement.)

Name: _____

Title: _____

Address: _____

City: _____ Zip Code: _____

The formal announcement and the award will be mailed to the official named in #1.

2. Person submitting the application must check one:

_____ Check was mailed on _____ (date).

_____ Credit card payment on the TMCA website was made on _____ (date). Copy of receipt is included with application submission.

Name: _____

Title: _____

Address: _____

City: _____ Zip Code: _____

**Municipal Clerk's Office Achievement of Excellence Award
Application Form**

Name of Municipality: _____

	Evaluation of Standards (Examples of qualifying items are listed below each evaluation standard. Your qualifying items may be different.)	Mark Each Standard Met
1.	<p>Records Management</p> <p><input type="checkbox"/> Established Records Management Program in accordance with State law</p> <p><input type="checkbox"/> TSLAC approved retention schedule</p> <p><input type="checkbox"/> Approved Records Management Plan</p> <p><input type="checkbox"/> Appointment of Records Management Officer on file with TSLAC</p> <p><input type="checkbox"/> Records Management Training (TMCA, TSLAC, or internal)</p> <p><input type="checkbox"/> Other</p>	
2.	<p>Professional Development / Certifications</p> <p>Texas Registered Municipal Clerk (TRMC)</p> <p><input type="checkbox"/> Municipal Clerk</p> <p><input type="checkbox"/> Other staff members in the Municipal Clerk's Office</p> <p>If your Municipal Clerk is not a TRMC, please list names of individuals who are:</p> <p>_____</p>	
3.	<p>Government Transparency</p> <p><input type="checkbox"/> Code of Ordinances</p> <p><input type="checkbox"/> Agenda and/or agenda packet</p> <p><input type="checkbox"/> Stream meetings</p> <p><input type="checkbox"/> Minutes accessible to public via website or in office</p> <p><input type="checkbox"/> Public records searchable via website</p> <p><input type="checkbox"/> Social Media</p> <p><input type="checkbox"/> Newsletter</p> <p><input type="checkbox"/> Other</p>	
4.	<p>Elections</p> <p><input type="checkbox"/> Serve as elections administrator</p> <p><input type="checkbox"/> Conducted last election in _____ (year)</p> <p><input type="checkbox"/> Held Standalone election or contracted with County</p> <p><input type="checkbox"/> Other</p>	
5.	<p>Awards / Recognitions of Office</p> <p><input type="checkbox"/> Five-Star Award (Texas Health and Human Services) _____ (year)</p> <p><input type="checkbox"/> Excellence Award (TML, IIMC, etc.) _____ (year)</p> <p><input type="checkbox"/> Other</p>	

	<p style="text-align: center;">Evaluation of Standards (Examples of qualifying items are listed below each evaluation standard. Your qualifying items may be different.)</p>	<p style="text-align: center;">Mark Each Standard Met</p>
<p>6.</p>	<p>Public Information Act <input type="checkbox"/> Appointed Public Information Coordinator (City Council action) <input type="checkbox"/> Core responsibility of office <input type="checkbox"/> Public access to request records online <input type="checkbox"/> Number of Requests fulfilled annually ____#</p>	
<p>7.</p>	<p>Open Meetings Act (OMA) <input type="checkbox"/> Completed Attorney General’s Office (“AG”) Online Training <input type="checkbox"/> Percentage of department staff with training certificate from AG ____% <input type="checkbox"/> Percentage of City Council with training certificate from AG ____% <input type="checkbox"/> Percentage of Board Members with training certificate from AG ____% <input type="checkbox"/> Attended TMCA Open Meetings Act Seminar within last four years ____ (year) <input type="checkbox"/> 100% compliance with postings meeting agendas in accordance with OMA</p>	
<p>8.</p>	<p>Boards / Commissions <input type="checkbox"/> Core responsibility of office <input type="checkbox"/> Outline responsibilities associated with supporting boards/commissions <input type="checkbox"/> Administer Oaths of Office <input type="checkbox"/> Provide training for board/commission members</p>	
<p>9.</p>	<p>Municipal Clerk Office Policies / Procedures Adopted / updated in last ____ 2 years, ____ 5 years, ____10 or more <input type="checkbox"/> Office Training Manual <input type="checkbox"/> Office Standard Operating Procedures <input type="checkbox"/> Other</p>	
<p>10.</p>	<p>Other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality: <input type="checkbox"/> Utility Billing <input type="checkbox"/> Human Resources <input type="checkbox"/> Audit <input type="checkbox"/> Municipal Court <input type="checkbox"/> Risk Management <input type="checkbox"/> Finance <input type="checkbox"/> Permits <input type="checkbox"/> TABC Applications <input type="checkbox"/> Other</p>	
<p>11.</p>	<p>Innovative / Streamline Projects (Must have been implemented within the previous 2 years from application deadline) <input type="checkbox"/> Cost Savings <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Customer Service <input type="checkbox"/> Outreach to Citizens <input type="checkbox"/> Increase Public Safety / Welfare <input type="checkbox"/> Leadership <input type="checkbox"/> Collaboration Efforts with Other Departments or Cities or Entitles to Deliver Better Service to Citizens <input type="checkbox"/> Other</p>	
<p>12.</p>	<p>Establish departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office. <input type="checkbox"/> Agenda Management Training <input type="checkbox"/> Staff Agenda / Minute Training <input type="checkbox"/> New Council Orientation / Training <input type="checkbox"/> Other</p>	

Texas Municipal Clerks
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