Municipal Clerk’s Office Achievement of Excellence Award Packet

Application Packet Award Year 2020
Municipal Clerk’s Office
Achievement of Excellence
Award
Application Packet Award Year 2020

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.
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: ____________________________________________________________

<table>
<thead>
<tr>
<th>Evaluation of Standards</th>
<th>Mark Each Standard Met</th>
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<tbody>
<tr>
<td>(Examples of qualifying items are listed below each evaluation standard. Your qualifying items may be different.)</td>
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1. **Records Management**
   
   ___ Established Records Management Program in accordance with State law
   ___ TSLAC approved retention schedule
   ___ Approved Records Management Plan
   ___ Appointment of Records Management Officer on file with TSLAC
   ___ Records Management Training (TMCA, TSLAC, or internal)
   ___ Other

2. **Professional Development / Certifications**
   
   Texas Registered Municipal Clerk (TRMC)
   ___ Municipal Clerk
   ___ Other staff members in the Municipal Clerk’s Office
   If your Municipal Clerk is not a TRMC, please list names of individuals who are:
   ____________________________________________________________

3. **Government Transparency**
   
   ___ Code of Ordinances
   ___ Agenda and/or agenda packet
   ___ Stream meetings
   ___ Minutes accessible to public via website or in office
   ___ Public records searchable via website
   ___ Social Media
   ___ Newsletter
   ___ Other

4. **Elections**
   
   ___ Serve as elections administrator
   ___ Conducted last election in ______ (year)
   ___ Held Standalone election or contracted with County
   ___ Other

5. **Awards / Recognitions of Office**
   
   ___ Five-Star Award (Texas Health and Human Services) _____ (year)
   ___ Excellence Award (TML, IIMC, etc.) _____ (year)
   ___ Other
Evaluation of Standards
(Examples of qualifying items are listed below each evaluation standard.
Your qualifying items may be different.)

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<td>6.</td>
<td><strong>Public Information Act</strong>&lt;br&gt;___ Appointed Public Information Coordinator (City Council action)&lt;br&gt;___ Core responsibility of office&lt;br&gt;___ Public access to request records online&lt;br&gt;___ Number of Requests fulfilled annually ____#</td>
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<td>7.</td>
<td><strong>Open Meetings Act (OMA)</strong>&lt;br&gt;___ Completed Attorney General’s Office (“AG”) Online Training&lt;br&gt;___ Percentage of department staff with training certificate from AG <em><em><strong>%&lt;br&gt;</strong></em> Percentage of City Council with training certificate from AG <em><em><strong>%&lt;br&gt;</strong></em> Percentage of Board Members with training certificate from AG <em><em><strong>%&lt;br&gt;</strong></em> Attended TMCA Open Meetings Act Seminar within last four years ____ (year)&lt;br&gt;</em></em></em> 100% compliance with postings meeting agendas in accordance with OMA</td>
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<td>8.</td>
<td><strong>Boards / Commissions</strong>&lt;br&gt;___ Core responsibility of office&lt;br&gt;___ Outline responsibilities associated with supporting boards/commissions&lt;br&gt;___ Administer Oaths of Office&lt;br&gt;___ Provide training for board/commission members</td>
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<td>9.</td>
<td><strong>Municipal Clerk Office Policies / Procedures</strong>&lt;br&gt;Adopted / updated in last ____ 2 years, ____ 5 years, <em><em><strong>10 or more&lt;br&gt;</strong></em> Office Training Manual&lt;br&gt;</em>__ Office Standard Operating Procedures&lt;br&gt;___ Other</td>
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<td>10.</td>
<td><strong>Other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality:</strong>&lt;br&gt;☐ Utility Billing ☐ Human Resources ☐ Audit ☐ Municipal Court&lt;br&gt;☐ Risk Management ☐ Finance ☐ Permits ☐ TABC Applications&lt;br&gt;☐ Other</td>
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<td>11.</td>
<td><strong>Innovative / Streamline Projects (Must have been implemented within the previous 2 years from application deadline)</strong>&lt;br&gt;☐ Cost Savings ☐ Revenue Enhancement ☐ Customer Service&lt;br&gt;☐ Outreach to Citizens ☐ Increase Public Safety / Welfare ☐ Leadership&lt;br&gt;☐ Collaboration Efforts with Other Departments or Cities or Entities to Deliver Better Service to Citizens&lt;br&gt;☐ Other</td>
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<td>12.</td>
<td><strong>Establish departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office.</strong>&lt;br&gt;___ Agenda Management Training&lt;br&gt;___ Staff Agenda / Minute Training&lt;br&gt;___ New Council Orientation / Training&lt;br&gt;___ Other</td>
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Texas Municipal Clerks
at the
University of North Texas
1155 Union Cir #305067
Denton, Texas 76203
phone 940-565-3488