

Presentation of the Texas Municipal Clerks Association (TMCA) 2025-2026 Municipal Clerk's Office Achievement of Excellence Award

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City Secretary
City Council Meeting
July 15, 2025



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.

Evaluation of Standards – Must meet 9 of the 12

1. Records Management ✓
2. Professional Development/Certifications ✓
3. Government Transparency ✓
4. Elections ✓
5. Awards/Recognitions of Office ✓
6. Public Information Act ✓
7. Open Meetings Act ✓
8. Boards/Commissions ✓
9. Municipal Clerk Office Policies & Procedures ✓
10. Other areas of responsibilities that fall under the purview of the municipal clerk's office ✓
11. Innovative/Streamline Projects ✓
12. Establish departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk's office ✓

Conclusion

- The City of Leon Valley met all 12 of the required criteria.
- This award is a two-year award which covers 2025 and 2026.
- The 238-page application packet is available upon request.