

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: 04/03/2023

Topic:

Recognition of Municipal Court staff members on receiving Level 1 of the Texas Court Clerk Certification program.

Background:

To qualify for this certification, a clerk must complete 40 hours of continuing education and pass a three-part, four-hour exam given by Texas Court Clerk Association (TCCA) a nonprofit professional association of municipal and justice courts court clerks and administrators. Our Assistant Court Clerks Daniela Carrillo Sanchez and Fae Morris of the Tomball Municipal Court have completed all the requirements for Level 1 certification.

Origination: Municipal Court

Recommendation:

Party(ies) responsible for placing this item on agenda: Maria Morris, Court Administrator

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

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|--------|--------------|-------------|--------------|
| Signed | _____ | Approved by | _____ |
| | Staff Member | | City Manager |
| | Date | | Date |