



AUG 28 2023

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: _____

Motion: F31-001 Reduce Title from Jury Administrator to Lead Clerk, Salary Set to \$55,000.00; F03-023 Set to \$42,000.00; F02-103 Set to \$42,000.00; F30-011 Set to \$62,000.00; Effective Immediately, No COLA Increase for October 1, 2023 Budget

Meeting Date: 8/28/23

Submitted By: _____

Department/Office: District Clerk

Approved

Signature of Director/Official: _____

Agenda Title:

Government Code: Sec. 551.074 – Personnel, Open Position F31-001, Jury Administrator ; Open Position F03-023, Clerk III; and Open Position F02-103, Clerk II, Kristine Bock, Position F30-011, Supervisor, District Clerk’s Office

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

(May attach additional sheets if necessary)

Person to Present: _____

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: Executive (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
Personnel Public Works Facilities Management

Other Department/Official (list) _____

Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline & List All External Persons Who Need a Copy of Signed Documents In Your Submission Email