



AGENDA ITEM SUMMARY

District Impacted

- ☐ 1 = Wolosin
- ☐ 2 = Woolard
- ☐ 3 = Vacant
- ☐ 4 = Cisneros
- ☐ 5 = Handren
- ☒ X All

AGENDA DATE	<i>February 12, 2019</i>
DESCRIPTION	RECOGNITION OF MS. LORI CARROLL RECEIVING RE-CERTIFICATION OF TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM AND MS. SIRIA ARREOLA ON COMPLETION OF TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM.
STAFF'S RECOMMENDED ACTION (be specific)	No action necessary.
CONTACT PERSON	Linda S. Zartler, Assistant City Manager – General Services
SUMMARY	<p>We would like to take this opportunity to congratulate Ms. Siria Arreola on her recent graduation and certification as a Texas Municipal Certified Clerk., No. 882.</p> <p>Additionally, Ms. Lori Carroll, MC No. 550 achieved her second recertification certificate, having graduate in January, 2009.</p> <p>The Texas Municipal Clerks Certification Program (TMCCP) is a professional development program with college/university level courses. It is the only university level professional education program for city clerks and city secretaries in Texas and is the third oldest of 39 such programs in the country. The position of City Secretary is a statutory requirement not only by the state of Texas, but by City Charter.</p> <p>Successful completion of the TMCCP requires approximately 200 hours of individual home study, examinations over each of the four courses, and attendance at eight two-day seminars. Recertification, such as Ms. Carroll received requires an additional 80 hours of professional development course work every five years. The formal graduation ceremony took place this January, in Frisco Texas.</p> <p>I am proud of our two graduates, knowing that they have achieved their certifications, that brings them the knowledge and methods to execute the duties of the office, with insight into areas of public relations, ethics, municipal budgets, elections, interpersonal communications, public information and management.</p>
COST	N/A
SOURCE OF FUNDS	

ADDITIONAL INFORMATION	
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This summary is not meant to be all inclusive. Supporting documentation is attached.