



## *Agenda Briefing*

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**Date of Meeting:** 3/3/2020

**Responsible Department:** Municipal Court

**Presenter:** Judge Gregg

**Briefing Prepared By:** Jessica Ancira

**Strategic Focus Area:** City Services

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**General Information / Subject:**

Consideration and possible action on request by the Seabrook Municipal Court to generally allow scheduling court on Tuesdays and/or any other day necessary (in addition to Mondays) in the Council Chambers/Courtroom of the Seabrook City Hall building.

**Executive Summary / Background:**

**All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.**

**Funding / Fiscal Information:**

**Account Number:**

**Amount Budgeted:**

**Amount Requested / Required:**

**Funding Source (if not budgeted):**

**Supporting Materials Attached:**

**Prior Action / Review by Council, Boards, Commissions:**

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**Staff Recommendation:**

**REVIEWED BY: (as appropriate)**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Deputy CM

\_\_\_\_\_  
Finance

\_\_\_\_\_  
HR

\_\_\_\_\_  
IT

\_\_\_\_\_  
PD

\_\_\_\_\_  
Emer Svcs

\_\_\_\_\_  
City Sec

\_\_\_\_\_  
EDC

\_\_\_\_\_  
Bldg

\_\_\_\_\_  
PW

<sup>DS</sup>  
  
\_\_\_\_\_  
Court

\_\_\_\_\_  
Visitor Relations

**APPROVED BY:  
(as appropriate)**

DocuSigned by:  
  
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\_\_\_\_\_  
Preparer or Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community and Visitor Relations Director  
if needed

\_\_\_\_\_  
Date

DocuSigned by:  
  
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\_\_\_\_\_  
Court Administrator, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Manager, if needed

\_\_\_\_\_  
Date

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\_\_\_\_\_  
EDC Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Services Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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