

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

FY 2022

On this the 25th day of April 2022, the Commssioners' Court, with the following members being present

- Roger Harmon - County Judge
- Rick Bailey - Commissioner Pct #1
- Kenny Howell - Commissioner Pct #2
- Mike White - Commissioner Pct #3
- Larry Woolley - Commissioner Pct #4

The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 7, 2021 the Court heard and approved the budget for the year 2022 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Sheriff-Admin/Patrol Department #: 5600

TRANSFER FROM:

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Safety Loss Control Program	0100-5600-53290-LE	2,250.00
TOTAL TRANSFERRED FROM:		\$2,250.00

TRANSFER TO:

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Equipment Non-Capital	0100-5600-56510-LE	2,250.00
TOTAL TRANSFERRED TO:		\$2,250.00

EXPLANATION: Move funds to purchase a shredder

COMMISSIONERS COURT

Department Head: \_\_\_\_\_ Date: APR 25 2022

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY: Roger Harmon  
Roger Harmon, County Judge

Approved

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

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The following transfers to said budget are hereby authorized:

Department Name: Justice of the Peace, Pct. 1 Department #: 4550

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Office Supplies	0100-4550-53110-AJ	42.00
TOTAL TRANSFERRED FROM:		\$42.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Law Books & Publications	0100-4550-53120-AJ	42.00
TOTAL TRANSFERRED TO:		\$42.00

EXPLANATION:  
To cover budget shortfall

COMMISSIONERS COURT

**APR 25 2022**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

**Approved**

BY: Roger Harmon  
Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

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The following transfers to said budget are hereby authorized:

Department Name: 249th District Court Department #: 4350

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Other Court Appt. Attorneys	0100-4350-55830-AJ	3,500.00
TOTAL TRANSFERRED FROM:		\$3,500.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Misd. Court Appt. Attorneys	0100-4350-55810-AJ	3,500.00
TOTAL TRANSFERRED TO:		\$3,500.00

**EXPLANATION:**

Adding Funds **COMMISSIONERS COURT**

Department Head: \_\_\_\_\_ Date: **APR 25 2022**

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY:   
 Roger Harmon, County Judge

**Approved**

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

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The following transfers to said budget are hereby authorized:

Department Name: Information Technology Department #: 4090

TRANSFER FROM:

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Equipment--Capital(= OR >\$5,000 €	0100-4090-56530-GG	90,000.00
	TOTAL TRANSFERRED FROM:	\$90,000.00

TRANSFER TO:

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Computer Hardware Maintenance	0100-4090-58001-GG	66,250.00
Computer Supplies	0100-4090-54600-GG	23,750.00
	TOTAL TRANSFERRED TO:	\$90,000.00

EXPLANATION: Project was charged to hardware maintenance instead of being split between capital and hardware accounts. Price increases on items such as printers and scanners have put us over on computer supplies.

Department Head: Dan Milam Date: 4/13/2022

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY: Roger Harmon, County Judge

COMMISSIONERS COURT APR 25 2022 Approved

Date received by the County Judge's Office: Date Received by Budget Coordinator:

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

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The following transfers to said budget are hereby authorized:

Department Name: Juvenile Post Adjudication Department #: 5937

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Juvenile External Contracts	0100-5938-54325-AJ	7,000.00
Juvenile Operating Expense	0100-5930-53980-AJ	7,000.00
TOTAL TRANSFERRED FROM:		<u>\$14,000.00</u>

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Juvenile External Contracts	0100-5937-54325-AJ	14,000.00
TOTAL TRANSFERRED TO:		<u>\$14,000.00</u>

EXPLANATION:

To cover placement costs COMMISSIONERS COURT

Department Head: \_\_\_\_\_ Date: APR 25 2022

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY: *Roger Harmon*  
Roger Harmon, County Judge

Approved

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The following transfers to said budget are hereby authorized:

Department Name: Non-Departmental Department #: 5100

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Operating Reserve	0100-5100-53970-GG	1,281.00
TOTAL TRANSFERRED FROM:		\$1,281.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Equipment Repair & Maint.	0100-4070-53440-GG	153.00
Tires & Tubes	0100-4070-54450-GG	128.00
Postage	0100-4071-53100-GG	1,000.00
TOTAL TRANSFERRED TO:		\$1,281.00

**EXPLANATION:**

To cover shortages due to splitting Public Works and Facilities Management

COMMISSIONERS COURT

Department Head: \_\_\_\_\_

Date: APR 25 2022

THE COUNTY OF JOHNSON

ROUND DOLLARS ONLY

Approved

BY: Roger Harmon  
Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_

Date Received by Budget Coordinator: \_\_\_\_\_

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The following transfers to said budget are hereby authorized:

Department Name: Road & Bridge Pct. 3 Department #: 6140

**TRANSFER FROM:**


ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Operating Reserve	0170-6140-53970-HS	21,000.00
TOTAL TRANSFERRED FROM:		\$21,000.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Equipment Lease	0170-6140-54640-HS	21,000.00
TOTAL TRANSFERRED TO:		\$21,000.00

EXPLANATION: To cover the cost of Reclaimer rental **COMMISSIONERS COURT**

Department Head: \_\_\_\_\_ Date: APR 25 2022

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY  
 BY:   
 Roger Harmon, County Judge

**Approved**

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The following transfers to said budget are hereby authorized:

Department Name: STOP SCU Department #: 6800

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Office Supplies	1110-6800-53110-LE	175.00
TOTAL TRANSFERRED FROM:		\$175.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Public Officials Bonds	0170-6140-54640-HS	175.00
TOTAL TRANSFERRED TO:		\$175.00


EXPLANATION:  
Transferring money in to correct line item for bond and bond renewals

**COMMISSIONERS COURT**  
**APR 25 2022**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

**Approved**

BY:   
Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_



# Training / Seminar Approval Form

Department Name: Precinct 1

Seminar Name: North & East County Judges & Commissioners Association

Purpose: Continuing Education

Place: Denton

Date: July 11-14, 2022

Who Will Be Attending:

Rick Bailey  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Required continuing education | <input type="checkbox"/> Job training           |
| <input type="checkbox"/> Improve work performance                 | <input type="checkbox"/> Required certification |

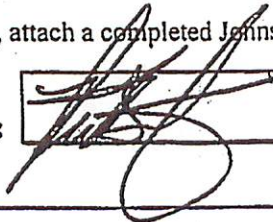
**Attach Registration Form and Complete the following information:**

Amount of registration \$225 Date registration is due July 5, 2022

- Return check to department head  
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

  
\_\_\_\_\_  
COMMISSIONERS COURT  
APR 25 2022

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

**Approved**

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

Please make checks payable to:

# North & East County Judges AND Commissioners Association

P.O. Box 2131 Austin, TX 78768  
(800) 456-5974



## Meeting Confirmation / Invoice

**Hon. Rick Bailey**  
Johnson County, Commissioner  
3400 FM 1434  
Cleburne TX 76033-8573

Member ID: 226727  
Invoice Ref: 326664

**MEETING NAME:** 2022 North and East CJCA Conference  
**MEETING DATE:** Monday, July 11, 2022 through Thursday, July 14, 2022  
**MEETING LOCATION:** Embassy Suites By Hilton Denton Convention Center  
3100 Town Center  
Denton, TX 76201  
**CONTACT US:** Project Manager Michele Ewerz: michelee@county.org; Project Coordinator Amy Lawson: amyl@county.org; For more information, visit www.county.org or call (800) 456-5974.

### YOU ARE REGISTERED FOR THE FOLLOWING:

Function(s)	Quantity	Rate	Amount
County Commissioner Registration	1	\$225.00	\$225.00
Installation of Officers Lunch	1	\$0.00	\$0.00
Host Court Night	1	\$0.00	\$0.00
Inspirational Breakfast	1	\$0.00	\$0.00
<b>Total:</b>			<b>\$225.00</b>

Payment: \$0.00  
**Balance: \$225.00**

### PLEASE REMIT WITH PAYMENT

Please make checks payable to: North & East County Judges AND Commissioners Association

**Invoice Ref: 326664**  
Bill To ID: 226727

**Balance: \$225.00**

Hon. Rick Bailey  
Johnson County, Commissioner  
3400 FM 1434  
Cleburne TX 76033-8573

Amount Enclosed: \_\_\_\_\_

North & East County Judges AND Commissioners Association  
P.O. Box 2131  
Austin, TX 78768  
(800) 456-5974

002250010226727203266642TJ0HN

# North and East Texas County Judges and Commissioners Association Annual Conference and Business Meeting

July 11 - 14, 2022

Embassy Suites by Hilton Denton Convention Center  
3100 Town Center  
Denton, TX 76201



2022 North and East Texas County Judges  
and Commissioners Association  
Annual Conference and Business Meeting

**Registration**  
(<https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?EventKey=22ANECJC>)

Registration will open on Monday, March 7 at 9 am.

For more information, contact [Michele Ewerz \(mailto:michelee@county.org\)](mailto:michelee@county.org) or [Amy Lawson \(mailto:amyl@county.org\)](mailto:amyl@county.org) at (800) 456-5974.

## SUNDAY, JULY 10

4 p.m. Board Meeting

## MONDAY, JULY 11

9 a.m.-5 p.m. Registration and Information Desk Open

## EARLY BIRD SESSION

9:30 a.m. Coffee Break

10-10:50 a.m. American Rescue Plan Act (ARPA) Overview  
*Speaker: Hon. Tramer Woytek, Judicial Education Liaison, Texas Association of Counties (TAC)*

10:50-11:40 a.m. Budgeting ARPA Funds

11:40 a.m.-12:20 p.m. Provided Lunch for Early Bird Session

12:20-1:10 p.m. Coordinating with Other Entities (including interlocal agreements)  
*Speaker: Hon. Stephanie Moreno, Judicial Program Manager, TAC*

1:10-2 p.m. **Bidding / Purchasing Requirements**  
*Speaker: Mr. Scott Arledge, Assistant Director of Purchasing, Denton County*

3-4:30 p.m. **Refreshments in the Exhibit Hall**

3-5 p.m. **Committee Meetings:**  
Resolutions Committee  
Nominations Committee  
Site Selection Committee

4:30-6 p.m. **Exhibitor Appreciation Reception**

## **TUESDAY, JULY 12**

7:30 a.m.-5 p.m. **Registration and Information Desk Open**

7:30 a.m.-3:45 p.m. **Exhibit Hall Open**

7:30 a.m. **Morning Coffee in the Exhibit Hall**

## **OPENING GENERAL SESSION**

8-8:50 a.m. **Call to Order and Announcements**

8:50-9:40 a.m. **Keynote Session: Purpose Unlimited, Transforming Your World**  
*Keynote Speaker: Mr. Jim Whitt, Managing Partner, Purpose Unlimited*

9:40-10:40 a.m. **Refreshment Break in the Exhibit Hall**  
*Sponsored by: Texas A&M AgriLife Extension Service Professional Associations*

10:40-11:30 a.m. **3.003 Lawmaking**  
*Speaker: Mr. Jim Allison, General Counsel, County Judges and Commissioners Association of Texas*

11:30 a.m.-1 p.m. **Lunch on your own**

11:30 a.m.-1 p.m. **Past Presidents' Luncheon (by invitation only)**  
*Sponsored by: Allison, Bass & Magee, LLP*

Noon-4 p.m. **Spouses & Youth Event**

## **COMMISSIONERS EDUCATION SESSION**

1-1:50 p.m. **4.018 Emergency Management**

1:50-2:40 p.m. **Heavy Equipment Prevention Maintenance**  
*Speaker: Mr. Ray L. Belk, TxLTAP Consultant, Division for Enterprise Development*

2:40-3:35 p.m. **Refreshment Break in the Exhibit Hall**

3:35-4:25 p.m. **Commissioner Q&A Panel**  
*Speakers: Hon. Larry Woolley, Johnson County Commissioner  
Hon. Kelly Traylor, Cherokee County Commissioner*

4:25-5:15 p.m. **Road Maintenance Scheduling & Prioritization**

5:15 p.m. **Commissioners Recess**

### **JUDICIAL EDUCATION SESSION**

1-2:30 p.m. **Legislative Update - SB6**  
*Speaker: Ms. Kelsey Bernstein, Legislative Consultant, TAC*

2:30-2:45 p.m. **Refreshment Break**  
*Sponsored by: Indigent Healthcare Solutions*

2:45-3:45 p.m. **County Judge's Role in the Bail Setting Process**  
*Speaker: Mr. Joe Stephens, Chief Public Defender, Concho Valley Public Defenders Office*

3:45-5:15 p.m. **Magistrate Duties and Bail Bonds in 2022**  
*Speaker: Hon. Alan Bristol, County Relations Officer, TA*

5:15 p.m. **Judges Recess**

### **WEDNESDAY, JULY 13**

7:30 a.m. **Morning Coffee in the Exhibit Hall**

7:30-10:30 a.m. **Exhibit Hall Open**

7:30 a.m.-3 p.m. **Registration and Information Desk Open**

### **ASSOCIATION BUSINESS MEETING**

8-8:30 a.m. **Business Meeting Agenda**  
Financial Report  
Committee Reports  
Election of Officers

### **GENERAL SESSION**

- 8:30-9:20 a.m.                    **3.001 Council of Governments**  
*Speaker: Hon. Lonnie Hunt, Executive Director, Deep East Texas Council of Governments*
- 9:20-10:20 a.m.                   **Refreshment Break in the Exhibit Hall**
- 10:20-11:10 a.m.                 **3.008 Physical and Mental Health**
- 10:30 a.m.-3 p.m.                **Spouses & Youth Event**

#### **PRESIDENT'S LUNCHEON AND INSTALLATION OF OFFICERS**

- 11:15 a.m.-12:45 p.m.           **Luncheon Program**  
Invocation  
Installation of Officers
- Master of Installation Ceremonies: Dr. Peter McGill, Director, V.G. Young Institute of County Government, Texas A&M AgriLife Extension Service*

- 1 p.m.                                **42 Tournament**  
*Sponsored by: LaSalle Corrections*

- 1 p.m.                                **Golf Tournament**

- 1:30 p.m.                          **Sporting Clay Tournament**

#### **COMMISSIONER COURT ADVANCED CURRICULUM SESSION**

- 1-1:50 p.m.                        **2.001 County Judge**  
*Speaker: Hon. Rhita Koches, County Relations Officer, TAC*
- 1:50-2 p.m.                        **Refreshment Break**
- 2-2:50 p.m.                        **2.002 County Commissioner**  
*Speaker: Hon. Lane Grayson, Ellis County Commissioner*
- 2:50 p.m.                          **Recess**
- 6-10 p.m.                          **Host Court Night**  
*Coordinated and sponsored by: Denton County Commissioners Court*

**THURSDAY, JULY 14**

7:30 a.m.-noon	<b>Registration and Information Desk Open</b>
8-9 a.m.	<b>Inspirational Breakfast</b> <i>Speaker: Danny Pickens</i>
9 a.m.	<b>Morning Coffee</b>
<b>GENERAL SESSION</b>	
9:30-10:20 a.m.	<b>3.017 Public Information Act</b> <i>Speaker: Mr. Eric Magee, Partner, Allison, Bass &amp; Magee, LLP</i>
10:20-11:10 a.m.	<b>4.008 County Tax Rate</b> <i>Speaker: Ms. Michelle French, Denton County Tax Assessor-Collector</i>
11:10-11:25 a.m.	<b>Refreshment Break</b>
11:25 a.m.-12:15 p.m.	<b>3.013 Working with the Legislature</b>
12:15 p.m.	<b>Closing Ceremonies</b>
12:30 p.m.	<b>Adjourn</b>

*\*Agenda is subject to change*

**Registration**  
**(<https://imis.county.org/iMIS/NorthAndEastEvents/Registration.aspx?EventKey=22ANECJC>)**

Reply all Delete Junk Block sender ...

### Your Jul-11-2022 Confirmation #80099396

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from noreply@h4.hilton.com. | Show blocked content

**Embassy Suites by Hilton Confirmed**  
<noreply@h4.hilton.com>  
Tue 4/5/2022 4:14 PM  
To: Rick Bailey



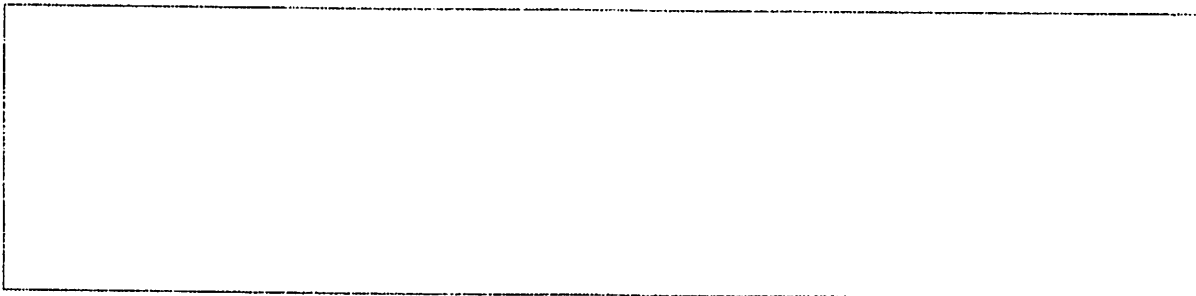
**\* External sender - use caution with links or attachments \***

[Join Hilton Honors. Get instant benefits by joining - for free.](#)

## See you soon, Rick Bailey

Your reservation for Jul-11-2022 has been confirmed.

Confirmation #80099396



### Embassy Suites by Hilton Denton Convention Center

**Maps & Directions**  
3100 Town Center Trail  
Denton TX 76201 US  
**Maps & Directions >>**

**contact us** 19402433799

[View Booking Details](#)

[Add to Calendar](#)

Due to the current travel environment, hotel amenities and services may be limited. Visit the **Embassy Suites by Hilton Denton Convention Center** hotel website for property policies and updates. Please check with regional



# Training / Seminar Approval Form

Department Name: Precinct 4 Road & Bridge

Seminar Name: TAC Legislative Conference

Purpose: Continuing Education

Place: Austin, TX

Date: August 24-26, 2022

Who Will Be Attending:  
Larry Woolley

This Training/ Seminar is necessary for the following reasons:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training           |
| <input checked="" type="checkbox"/> Improve work performance      | <input checked="" type="checkbox"/> Required certification |

Attach Registration Form and Complete the following information:

Amount of registration \$ 230.00                      Date registration is due :

Return check to department head

Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: \_\_\_\_\_

COMMISSIONERS COURT

\*SEND FORM TO COUNTY JUDGE'S OFFICE\*

APR 25 2022

RECEIVED BY COUNTY JUDGE'S OFFICE

DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Approved**

## Larry Woolley

---

**From:** do-not-reply@county.org  
**Sent:** Tuesday, April 5, 2022 2:06 PM  
**To:** Larry Woolley  
**Subject:** Confirmation

\* External sender - use caution with links or attachments \*

Dear Hon. Larry Woolley,

Thank you for your recent online submission. Here are confirmation details for your records.

**Order Number:** 232913

**Order Date:** Apr 5, 2022 2:02 PM

**Bill To:** Hon. Larry Woolley

**Order Total:** 230.00

**Payment Method:** You will be billed for the balance due - Purchase Order Number .

Item	Price	Qty	Total
2022 Legislative Conference - Hon. Larry Woolley <i>When:</i> Aug 24, 2022 8:00 AM - Aug 26, 2022 12:00 PM <i>Where:</i> Fairmont Austin Hotel 101 Red River St. Austin, TX 78701 United States	230.00	1	230.00

*Registration option:* Aug 24, 2022 - In- Person County Registration

Item Total	230.00
Item Grand Total	230.00
Transaction Grand Total	230.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to [lwoolley@johnsoncountytexas.org](mailto:lwoolley@johnsoncountytexas.org).

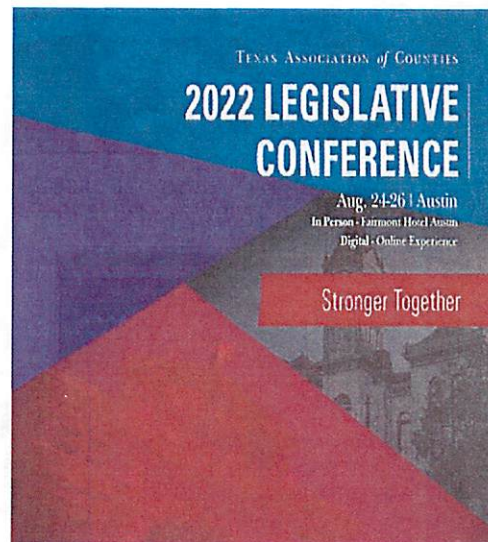
# TAC Legislative Conference

August 24 - 26, 2022

(In-person or online)

Fairmont Austin Hotel  
101 Red River St.  
Austin, TX 78701

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=22PANNUAL>)



For more information contact [Deanna Auert \(mailto:deannaa@county.org\)](mailto:deannaa@county.org) or [Rachel Kucera \(mailto:rachelk@county.org\)](mailto:rachelk@county.org) at (800) 456-5974.

## Wednesday, Aug. 24

- 8 a.m.-5 p.m. Registration and Information Desk Hours (*in-person only*)
- Noon-2 p.m. Meet and Greet Exhibitors (*in-person only*)
- 2-4:30 p.m. Opening General Session (*in-person and live online*)
- 4:30-6 p.m. Exhibit Hall Welcome Reception (*in-person only*)

## Thursday, Aug. 25

- 7 a.m.-5 p.m. Registration and Information Desk Hours (*in-person only*)
- 7-7:50 a.m. Breakfast (*in-person only*)
- 8-9:05 a.m. Legislative Discussion Sessions (*in-person and live online*)
- 9 a.m.-3 p.m. Exhibit Hall Hours (*in-person only*)  
Open during lunch, noon-1:30 p.m.
- 9:05-9:30 a.m. Refreshment Break  
Virtual attendees visit the TAC Booths

- 9:30-10:35 a.m. **Legislative Discussion Sessions** (*in-person and live online*)
- 10:35-10:55 a.m. **Refreshment Break**  
Virtual attendees visit the TAC Booths
- 10:55 a.m.-noon **Legislative Discussion Sessions** (*in-person and live online*)
- Noon-1:30 p.m. **Networking Lunch** (*in-person only*)  
Dine with your fellow attendees, then take a tour of the exhibit hall and visit with vendors.
- 1:30-2:35 p.m. **Legislative Discussion Sessions** (*in-person and live online*)
- 2:35-3 p.m. **Ice Cream Social Break** (*in-person only*)  
Virtual attendees visit the TAC Booths
- 3-4:30 p.m. **Meeting of County Affiliate Organizations** (*in-person only*)  
County associations organize and host a 1.5-hour meeting to discuss legislative issues or association business during the conference
- 4:30-6 p.m. **Legislative Reception** (*in-person only*)
- Friday, Aug. 26**
- 8-10:30 a.m. **Registration and Information Desk Hours** (*in-person only*)
- 8:30-9 a.m. **Breakfast** (*in-person only*)
- 9-10:30 a.m. **Closing General Session** (*in-person and live online*)

**Registration**  
**(<https://imis.county.org/imis/Event.aspx?EventKey=22PANNUAL>)**

## The Fairmont Austin Reservation Confirmation

The Fairmont Austin Team <info@cvent.com>

Tue 4/5/2022 2:20 PM

To: larrywoolley@hotmail.com <larrywoolley@hotmail.com>

Please do not respond to this email. Inquiries should be directed to the specific hotel or please call 1-800-257-7544



RESERVATION



Dear Larry Woolley

Thank you for booking online, your reservation was completed successfully.

Your reservation number is:

**EZD6PEFW**

Please refer to the reservation details below and visit our hotel links for more information to plan your visit.

Below are your reservation details. If you have any questions please call 1(888) 240-7773

Arriving on Aug 24, 2022

**Departing on Aug 26, 2022**

**Number of Guests: 2, 0**

**Room Rate:**

<b>Date</b>	<b>Guest(s)</b>	<b>Status</b>	<b>Rate</b>
Aug 24, 2022	2	Confirmed	205.00
Aug 25, 2022	2	Confirmed	205.00
<b>Additional Guest</b>	<b>Rate</b>		
Second Guest	0.00		
Third Guest	0.00		
Fourth Guest	0.00		

Children under 18 stay free with an adult in the room.

**Room Type:** Run of House Queen Queen

**Totals:**

**Room:**

<b>Date</b>	<b>Guest(s)</b>	<b>Status</b>	<b>Rate</b>
Aug 24, 2022	2	Confirmed	205.00
Aug 25, 2022	2	Confirmed	205.00
<b>Additional Guest</b>	<b>Rate</b>		
Second Guest	0.00		
Third Guest	0.00		
Fourth Guest	0.00		

Children under 18 stay free with an adult in the room.

**Extras:**

Please note the following taxes are not included into rates:

11.00% City Tax Per Night.

6.00% State Tax Per Night.

State Recovery Fee 0.7% Per night

All taxes and fees are subject to change at any time

**Total: 410.00**

**Add-Ons:**

**Cancel Policy:**

**Credit Card required to guarantee reservation. Deposit Policy: One night's room and tax deposit to be taken 72 hours prior to arrival. Cancellation Policy: Reservations cancelled within 24 hours of booked arrival will incur one night's room and tax.**

---

**Fairmont Austin**

101 Red River Street

Austin, TX 78701

US

Tel 5126002000

Fax (512) 580-0198

E-mail [Reservations.Austin@Fairmont.com](mailto:Reservations.Austin@Fairmont.com)

For more information on Fairmont Austin click [here](#)

---

**Quick Links**

- ▶ [Hotel Fact Sheet](#)
- ▶ [Le Club AccorHotels](#)
- ▶ [Book Destination Tours & Events](#)
- ▶ [Change your reservation](#)

Fairmont Reservations - 1 800 257 7544 - [Click here for additional telephone numbers](#) [Click here to view our Privacy Policy.](#)

Last Updated: 05/01/2012 Fairmont Hotels & Resorts © 2012



## Training / Seminar Approval Form

Department Name: Sheriff's Office

Seminar Name: Police Background Investigations Course

Purpose: job training, improve work performance

Place: Allen, TX

Date: July 18-20,2022

Who Will Be Attending:  
Dominique Stimson

Nathaniel Edens

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education       | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification  |

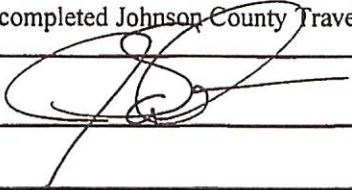
**Attach Registration Form and Complete the following information:**

Amount of registration \$ 495.00 each Date registration is due 04-14-2022

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

APR 25 2022

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: **Approved**

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



**Johnson County Sheriff's Office  
Training Request**



Name: Dominique Stinson  
 Rank: Deputy Date: 4/4/2022  
 Course Name: Police Background Investigations  
 Course Date: July 18-20, 2022

Course Tuition: \$ 495 Hotel Cost: \$ 361  
 Per Diem: \$ 111 Total Cost: \$ 967

Is Course TCOLE Accredited?  N  
 Will training be reported by Host?  N

This Training / Seminar is necessary for the following reasons:

Required continuing education  Job training \* I have registered \*  
 Improve work performance  Required certification

Host Agency: Allen Police Department  
 Host Address: 900 S. Greenville Ave Suite D  
 Host City: Allen  
 Host State: TX  
 Host Zip Code: 75013  
 Host Phone: 214-509-4200

Hotel: Hilton Garden Inn  
 Hotel Address: 705 Central Expressway South  
 Hotel City: Allen  
 Hotel State: TX  
 Hotel Zip Code: 75013  
 Hotel Phone: 214-547-1700

Hotel Check In Date: July 17<sup>th</sup>, 2022  
 Hotel Check Out Date: July 20<sup>th</sup>, 2022

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available:  Y  N  
 CC Agenda Submitted:  Y  N  N/A

Sergeant: \_\_\_\_\_ Approved \_\_\_\_\_  
 \_\_\_\_\_ Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
 \_\_\_\_\_

Lieutenant: Kevin George  Approved \_\_\_\_\_  
 \_\_\_\_\_ Disapproved Initials KG Date 4-4-22

Captain: [Signature]  Approved \_\_\_\_\_  
 \_\_\_\_\_ Disapproved Initials BA Date 04-04-22

Chief: [Signature]  Approved \_\_\_\_\_  
 \_\_\_\_\_ Disapproved Initials JS Date 04-04-22

Johnson County Sheriff's Office  
Training Request



Name: Nathaniel Edens  
Rank: Dispatch Supervisor Date: 03/31/2022  
Course Name: Police Background Investigations  
Course Date: July 18-20, 2022

Course Tuition: \$495 Hotel Cost: \$0

Per Diem: \$0 Total Cost: \$0

Is Course TCOLE Accredited?  N  
Will training be reported by Host?  N

This Training / Seminar is necessary for the following reasons:  
 Required continuing education  Job training  
 Improve work performance  Required certification

Host Agency: Allen PD Training Center  
Host Address: 900 S. Greenville Ave Suite D  
Host City: Allen  
Host State: Texas  
Host Zip Code: 75002  
Host Phone: 214-509-4200

Hotel: ~~W~~ Hilton Garden Inn  
Hotel Address: 705 Central Expressway South  
Hotel City: Allen  
Hotel State: TX  
Hotel Zip Code: 75013  
Hotel Phone: 214-547-1700

Hotel Check In Date: \_\_\_\_\_

Hotel Check Out Date: \_\_\_\_\_

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available:  Y  N  
CC Agenda Submitted:  Y  N  N/A

Sergeant: \_\_\_\_\_ Approved \_\_\_\_\_  
Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_  
Justification (Required): \_\_\_\_\_

Lieutenant: \_\_\_\_\_ Approved \_\_\_\_\_  
Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_  
Comments: \_\_\_\_\_

Captain: [Signature]  Approved \_\_\_\_\_  
Disapproved Initials BA Date 03-31-2022  
Comments: \_\_\_\_\_

Chief: \_\_\_\_\_  Approved \_\_\_\_\_  
Disapproved Initials [Signature] Date 3-31-22  
Comments: [Signature]



ProFirst Training and Consulting, LLC  
8884772526

6339 Charlotte Pike 596  
Nashville, Tennessee  
37209  
United States

**Billed To**  
Johnson County Sheriffs Office  
Johnson County Sheriffs Office  
1102 E Kilpatrick St,  
Cleburne, Texas  
76031  
United States

**Date of Issue**  
04/04/2022  
  
**Due Date**  
05/04/2022

**Invoice Number**  
2100768

**Amount Due (USD)**  
**\$495.00**

---

Description	Rate	Qty	Line Total
Background investigation training--Nathaniel Edens July 18-20 Allen, TX Police Dept/Training Center	\$495.00	1	\$495.00
	Subtotal		495.00
	Tax		0.00
	Total		495.00
	Amount Paid		0.00
	<b>Amount Due (USD)</b>		<b>\$495.00</b>

**Notes**  
Hello,

Thank you for registering with ProFirst Training. We look forward to meeting you soon.  
If you are paying by credit card, please use the link provided. If you are paying by check, please mail to:

ProFirst Training  
6339 Charlotte Pike Suite 596  
Nashville, TN 37209

Thank you!

ProFirst Training and Consulting, LLC  
8884772526

6339 Charlotte Pike 596  
Nashville, Tennessee  
37209  
United States

**Billed To**  
Johnson County Sheriffs Office  
Johnson County Sheriffs Office  
1102 E Kilpatrick St,  
Cleburne, Texas  
76031  
United States

**Date of Issue**  
04/01/2022  
  
**Due Date**  
05/01/2022

**Invoice Number**  
2100766

**Amount Due (USD)**  
**\$495.00**

---

Description	Rate	Qty	Line Total
Background Investigations training--Dominique Stimson July 18-20 Allen, TX Police Dept/Training Center	\$495.00	1	\$495.00
	Subtotal		495.00
	Tax		0.00
	Total		495.00
	Amount Paid		0.00
	<b>Amount Due (USD)</b>		<b>\$495.00</b>

**Notes**  
Hello,

Thank you for registering with ProFirst Training. We look forward to meeting you soon.  
If you are paying by credit card, please use the link provided. If you are paying by check, please mail to:

ProFirst Training  
6339 Charlotte Pike Suite 596  
Nashville, TN 37209

Thank you!

ProFirstTraining.com 888-477-2526

# Police Background Investigations

24 Hour Training Course

## Allen, TX Police Department

July 18-20 2022

This comprehensive 3-day course teaches background investigators the basic techniques and procedures for conducting pre-employment background investigations of new public safety employees.

### Topics Include

- Conducting pre-employment background interviews
- Conditional offer of employment letters
- Report preparation
- ADA and FCRA laws
- Credit checks /Financial investigation
- Driving records
- Criminal and Civil background investigation
- Psychological screening
- Polygraph screening
- Medical screening
- Reference checks
- Military verifications
- Social Media investigations
- Release of liability forms for applicant and references
- Education verification
- Home checks and neighbor interviews
- Open records sources
- Workman's Comp resources
- Disqualifying factors

Presented BY:



ProFirst Training

Attendees will be provided with sample forms, background packets, policy and procedures, release of liability waivers and background investigation manuals for department use.

**Cost \$495**

**Instructor:** John Pallas (Deputy Chief, Retired—State of TN) John Pallas is a 29-year law enforcement veteran who served as Deputy Chief of Police for the law enforcement division of the State of Tennessee Alcoholic Beverage Commission. In that role, John supervised command staff, oversaw the professional standards unit and served as the public information officer and director of training. He also has more than two decades of service in California in various capacities, including Vice Detective, Narcotics Task Force Investigator, F.T.O. and Reserve Program Coordinator. John also managed a high-profile task force team of investigators, comprised of FBI, DEA, IRS agents, as well as state and city law enforcement officers.

**Location:** Allen PD Training Center: 900 S. Greenville, Ave Suite D Allen, TX 75002

**Nearby Lodging :** Hilton Garden Inn 705 Central Expressway South, Allen, TX 75013

Tru by Hilton 1553 Central Expressway N. Allen, TX 75013

**Register at:** [ProFirstTraining.com](http://ProFirstTraining.com)

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 4-8-22 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Dominique Stimson  
2. Nathaniel Edens  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: Hilton Garden Inn

Hotel Address: 705 Central Expressway S. City: Allen State: TX Zip: 75013

Hotel Telephone #: 214-547-1700

Function Attending: Police Background Investigations Course

Date of Check in: July 17, 2022

Date of Check out: July 20, 2022

# Hilton Garden Inn Dallas/Allen

705 Central Expressway South, Allen, TX, TX 75013, US  
[Home](#) > [Hotels](#) > [U.S.A.](#) > [Allen](#) > Hilton Garden Inn Dallas/Allen

RESERVE



[Photos](#) [Map](#) [Groups \(9+ Rooms\)](#) [Weddings](#)



Enter your dates to view today's low rates and promotions.

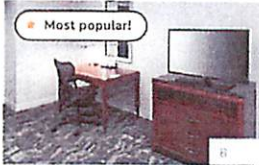





CHECK RATES

Guest Reservations™ is an independent travel network offering over 100,000 hotels worldwide. [Learn more](#)

## Rooms & Rates

Your trip summary: Sun, Jul 17 - Wed, Jul 20 | Rooms: 2, Adults: 2

[Change dates](#)

	<p><b>1 King Bed</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><b>Best value!</b></p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>
	<p><b>2 Queen Beds</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>
	<p><b>1 King Bed</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>
	<p><b>2 Queen Beds</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>
	<p><b>2 Queen Beds</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>
	<p><b>1 King Bed</b></p> <p>With your stay                      — Free Parking</p> <p><a href="#">Room amenities, details, and policies</a></p>	<p><b>\$109</b></p> <p>BOOK NOW &gt;&gt;</p> <p><a href="#">Today's Low Rate</a> Pay Now &amp; Save</p>

# Training / Seminar Approval Form

Department Name: S.T.O.P. SPECIAL CRIMES UNIT

Seminar Name: Texas Association of Property & Evidence Inventory Technicians Conference

Purpose: Training

Place: San Marcus, Texas

Date: 10/18/22 - 10/21/22

**Who Will Be Attending:**

                     Office Manager  
                      
                      
                    

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education       | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

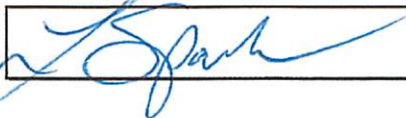
Amount of registration \$ 350.00 Date registration is due October 10, 2022

- Return check to department head  
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

COMMISSIONERS COURT

Department Head Signature:

 APR 25 2022

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

**Approved**

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_



TAPEIT  
Crystal Smith  
c/o Lake Worth Police Dept  
3805 Adam Grubb Dr.  
Lake Worth, TX 76135

# Registration Invoice

March 24, 2022  
Invoice #E2553 (pg 1/1)  
P.O. #

Sold To: [REDACTED] Office Manager  
STOP Special Crimes Unit  
[REDACTED]

Event Name: 2022 TAPEIT Conference Attendee \$350.00  
Date(s): 10/18/22 - 10/21/22  
Location: Embassy Suites Conference Center

Purchase Description	Amounts
<p>[REDACTED] Package: Conference Attendee (\$350.00)</p> <p>Make checks payable to TAPEIT</p>	<p>\$350.00</p>
<p>Purchase Total, Invoice #E2553:</p> <p>Payment Received:</p> <p>Amount Due:</p>	<p>\$350.00</p> <p>\$0.00</p> <p>\$350.00</p>

**TAPEIT CONFERENCE**  
**San Marcos, TEXAS**  
**OCTOBER 18, 2022 – OCTOBER 21, 2022**

**Sunday - October 16, 2022**

**Board Arrives 4:30 PM - Pre Conference Meeting**

**Monday – October 17, 2022**

**Work Day (Board and Officers)**

**Early Registration - 4:30-7:00 PM**

**Tuesday – October 18, 2022**

**GENERAL SESSION**

7:00 AM - 8:00 AM	Registration
8:00 AM - 9:00 AM	Opening ceremonies - Welcome and Introductions
9:00 AM – 9:15 AM	Break
9:15 AM – 11:45 AM	Speaker---TBD
11:45 AM- 1:00 PM	Lunch on your own
1:00 PM - 2:45 PM	Speaker ---TBD
2:45 PM – 3:00 PM	Break
3:00 PM - 4:00 PM	SPEAKER---TBD
4:00 PM -5:00 PM	Awards
6:00 PM - 8:00 PM	Social Night - Dinner provided by TAPEIT
8:00PM - 11:00 PM	DJ and Dance

**Wednesday – October 19, 2022**

**BREAK OUT SESSIONS**

**8:00 AM – 10:00 AM**

- 1. TBD**
- 2. TBD**
- 3. Laws--Steve**
- 4. TBD**

**10:00 AM – 10:15 AM      BREAK**

**10:15 AM – 12:00 PM**

- 1. TBD**
- 2. TBD**
- 3. Laws--Steve**
- 4. TBD**

**12:00 PM – 1:00 PM      Lunch On Your Own**

**1:00 PM – 2:45 PM**

- 1. TBD**
- 2. TBD**
- 3. Laws--Steve**
- 4. TBD**

**2:45 PM – 3:00 PM      BREAK**

**3:00 PM – 4:45 PM**

- 1. TBD**
- 2. TBD**
- 3. Laws--Steve**
- 4. TBD**

**Wednesday night-on your own..**

Thursday – October 20, 2022

**CERTIFICATION CLASSES**

8:00 AM – 9:45 AM	Certification Classes
9:45 AM – 10:00 AM	BREAK
10:00 AM – 11:45 AM	Certification Classes
11:45 AM- 1:00 PM	Lunch on your own
1:00 PM – 2:30 PM	Certification Classes
2:30 PM– 2:45 PM	BREAK
2:45 PM – 4:30 PM	Certification Classes
7:00 PM - 10:00 PM	Thursday night —BINGO FREE

Friday – October 21, 2022

**GENERAL SESSION**

9:00 AM – 9:45 AM	General Board Meeting / Door Prizes
9:45 AM - 10:00 AM	BREAK
10:00 AM – 12:00 PM	Q & A
12:00 PM -1:00 PM	Board Meeting (Debrief)



[Join](#) [Sign In](#)

## Embassy Suites by Hilton San Marcos Hotel Conference Center & Spa

[Edit stay](#)

Mon, Oct 17 – Fri, Oct 21, 2022

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

### Total for stay

**\$547.40**

[Show price details](#)

Total room charge

\$476.00

Total taxes

\$71.40

All fields are required unless marked optional.

## Payment

### Card number

Month

Year



## Guest information

First name

Last name

Email

# Training / Seminar Approval Form

**Department Name:** Purchasing  
**Seminar Name:** Purchasing 101 for Everyone (In-Person)  
**Purpose:** Continuing Education  
**Place:** Norris Conference Center, Austin, TX  
**Date:** May 10-11, 2022

**Who Will Be Attending:**

Melissa Brown

Alissa Allen

**This Training/ Seminar is necessary for the following reasons:**

Required continuing education       Job training  
 Improve work performance       Required certification

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 750.00      Date registration is due ASAP  
 Return check to department head  
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Dept. Head Signature: *Ralph McBrown*

COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

APR 25 2022

RECEIVED BY COUNTY JUDGE'S OFFICE

DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Approved**



**Important:** Your registration is pending until your payment has been received in full. When it has been received, you'll receive a new email confirmation. Please see instructions below to send in your payment.

# Your Registration Was Successfully Completed

Thank you for your registration(s). Your confirmation is below.

**Purchasing 101 for Everyone (In-Person)**

**May 11, 2022**

8:00 a.m. - 5:00 p.m. Central Time

**Class Location:** Norris Conference Center, 2525 W. Anderson Ln #365, Austin, TX 78751 (Behind Northcross Mall - next to Walmart)

**Conference Center Phone:** 512-451-5011

If you have any questions, please contact Government Procurement Services at 888-254-7715 or [info@gpstraining.biz](mailto:info@gpstraining.biz)

<b>Registration</b>	Registration Fee	<b>\$375.00</b>
---------------------	------------------	-----------------

**Name** Melissa Brown  
**Organization** Johnson County  
**Email** mbrown@johnsoncountytexas.org  
**Phone Number** +1 6613613044  
**Address** 1102 E. Kilpatrick St,  
Cleburne, TX 76031 US

**Registration** Registration Fee \$375.00

**Name** Alissa Allen  
**Organization** Johnson County  
**Email** alallen@johnsoncountytexas.org  
**Phone Number** +1 8176488882  
**Address** 1102 E. Kilpatrick St,  
Cleburne, TX 76031 US

## Billing Information

**Order Number** PR101MY2022S-72D0009  
**Date** 03/22/2022  
**Name** Melissa Brown  
**Address** 2 N Main St  
Cleburne, TX 76033 US  
**Payment Method** Purchase Order



**Payment Instructions**

Please disregard any "pending registration" notice. Registrations by purchase order are confirmed and will be invoiced after the workshop. Please email a copy of the purchase order to [info@gpstraining.biz](mailto:info@gpstraining.biz).

**Email** PUR@johnsoncountytexas.org

**Phone** +1 8175566382

**Total** \$750.00

**Cancellations or Substitutions:**

Cancellations received up to ten (10) days before the class are refundable, less a \$45.00 cancellation fee. Cancellations made less than ten (10) days before the class are subject to the entire workshop fee.

Substitutions may be made anytime at no charge. Please note that if you do not cancel and do not attend the workshop, you are responsible for the entire workshop fee.

 Add to Calendar



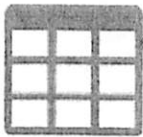
Secure Online Registration Powered by RegFox



# Purchasing 101 for Everyone

**Duration: 1 Day 8:00 a.m. – 5:00 p.m. Central Time**

**Continuing Education Hours: 8**



Upcoming Dates

## **Workshop Description:**

The workshop explains and facilitates understanding of the public purchasing process. It focuses on small dollar (up to \$50K) purchase procedures, writing competitive specifications, using minority businesses, and procurement card best practices. The workshop contains lecture and discussion – as well as small group exercises and case studies.

## **Who Should Attend:**

- Purchasers or buyers that make purchases under the competitive bid limit or through the informal bid process.
- Anyone who wants a better understanding of the public procurement process; e.g. department managers, administrative staff, user departments, auditors, HUB coordinators, and procurement card users.

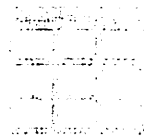
## **Course/Workshop topics:**

- Principles, roles, and best practices of public purchasing
- Ethical standards of conduct
- Purchasing authority and organization
- Purchasing methods

- Solicitation, evaluation and award process
- Historically Underutilized Business (HUB) requirements
- Procurement cards

**Benefits of Attendance – participants will:**

- Understand the principles of public purchasing and the important role procurement plays in government.
- Learn the ethical standards and rules of conduct for government procurement.
- Recognize the different purchasing methods and determine the most appropriate method for individual procurements.
- Identify the various processes involved in small dollar (up to \$50K) purchases.
- Understand the solicitation process and best methods for evaluation and award.
- Review the requirements for the use of Historically Underutilized Businesses (HUB).
- Learn best practices for a procurement card program.



*Full Course Schedule / Registration Options*

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888-254-7715

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**TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST**

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 3/22/22 DEPARTMENT: Purchasing

PERSON SENDING REQUEST: Melissa Brown

Person(s) Name Attending: 1. <u>Melissa Brown</u> 2. <u>Alissa Allen</u> 3. _____ 4. _____
How many rooms: <u>2</u> (Please add any special requirements)
Hotel Name: <u>DoubleTree by Hilton Hotel Austin Northwest Arboretum</u>
Hotel Address: <u>8901 Business Park Dr</u> City: <u>Austin</u> State: <u>TX</u> Zip: <u>78759</u>
Hotel Telephone #: <u>(512) 343-0888</u>
<u>Link or Code:</u>
Function Attending: <u>Purchasing 101 for Everyone</u>
Date of Check in: <u>5/10/2022</u>
Date of Check out: <u>5/11/2022</u>

# You're all set, Alissa!

**Confirmation number: 92852048**

We sent the details to [alallen@johnsoncountytexas.org](mailto:alallen@johnsoncountytexas.org).

## Hotel Information

**DoubleTree by Hilton Hotel Austin Northwest Arboretum**

8901 Business Park Dr Austin, Texas 78759 USA

## Stay Information

**10** MAY TUE – **11** MAY WED

Check-in: 3:00 PM

Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

**1 room for 1 adult**  
**1 King Bed - Semi-Flex**

Total room charge \$133.00

Total taxes \$22.61

**Total for stay: \$155.60**

**Payment**  1967 Aug 2024

## Guarantee Policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

## Cancellation Policy

Free cancellation before 11:59 PM local hotel time on 05 May 2022.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

## **Optional services for an additional charge**

### **Self parking**

7.00 / night

### **Pets**

Service animals only

# You're all set, Melissa!

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**Confirmation number: 91544656**

We sent the details to mbrown@johnsoncountytexas.org.

## Hotel Information

### DoubleTree by Hilton Hotel Austin Northwest Arboretum

8901 Business Park Dr Austin, Texas 78759 USA

## Stay Information

**10** MAY TUE – **11** MAY WED

Check-in: 3:00 PM

Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

**1 room for 2 adults**  
**1 King Bed - Semi-Flex**

Total room charge \$133.00

Total taxes \$22.61

**Total for stay: \$155.60**

**Payment**  1967 Aug 2024

## Guest information

**Melissa Brown**

Hilton Honors#:

## Guarantee Policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

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