



AGENDA PLACEMENT FORM

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

Date: _____

COMMISSIONERS COURT

Meeting Date: 9/11/2023

SEP 11 2023

Submitted By: _____

Department/Office: _____

Approved

Signature of Director/Official: _____

Agenda Title:

Consider and Approve the Updated Commissioners Court Guidelines, Agenda Placement Form, and Travel Approval Form to be Effective Upon Approval

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: Judge Boedeker

(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: _____ (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

Commissioners Court Guidelines

Failure to comply with these Guidelines may result in an item being kept off the agenda until all requirements have been satisfied

Submission of Agenda Items

- Email all agenda requests to ccagenda@johnsoncountytexas.org
- Email all **Budget Transfers** and **Budget Amendments** to rknowles@johnsoncountytexas.org and copy ccagenda@johnsoncountytexas.org
- Refer to the **Terms of Court** located at joconet.org under **Employee Resources – County Judge** for court dates and deadlines.
- The current **Agenda Placement Form** can be found at joconet.org under **Employee Resources – County Judge**.
- A confirmation email will be sent for each item placed on the Agenda.

Contracts/Agreements

- A completed **Agenda Placement Form** with backup documentation.
- All contracts and agreements must be approved by the County Attorney's Office prior to submitting for court.
- All contracts and agreements need to be signed by outside parties prior to submitting for court.

Public Hearings

- A completed **Agenda Placement Form, Notice of Public Hearing** and all backup documentation.
- Items requiring a public hearing will need to be prepared and submitted 14 days prior to court if you want the County Judge's Office to coordinate publication for the public hearing. This excludes departments that already handle their own public hearings.

Orders and Resolutions

- A completed **Agenda Placement Form** with all backup documentation.
- All **Orders** and **Resolutions** must be approved by the County Attorney's Office prior to submitting for court.

Donations

- A completed **Agenda Placement Form** with backup documentation.
- **Donation Form** must be completely filled out and signed by the other party.
- All Donations must have court approval.
- It is the policy of the court not to accept items on loan.
- **Donation Form** can be found at **joconet.org** under **Employee Resources – County Judge**.

Grants

- A completed **Agenda Placement Form** with all backup documentation.
- All grant applications must be pre-approved by the Auditor's Office before placing the application on court for approval.

Travel Approval

- Commissioners Court Approval is **not required** for travel essential to an employee's duties, such as law enforcement traveling to conduct a criminal investigation or an employee traveling for training that is required by law.
- Commissioners Court Approval is **not required** for same-day travel.
- Commissioners Court Approval is only **authorization** to travel – the traveler must coordinate with Purchasing and the Auditor to receive reimbursement for travel.
- Please refer to the **Travel Policy of Johnson County** located at **joconet.org** under **Employee Resources – Auditor** for procedures on **Purchase Orders, Reimbursements/Advancements, Meals, Mileage, Etc.**

OVERNIGHT TRAVEL – REQUIRED DOCUMENTS

- **Travel Approval Form** can be found at **joconet.org** under **Employee Resources – County Judge**.
 - Registration Information or the Confirmation
 - Itinerary, Agenda, or Breakdown
 - Hotel Information, Confirmation, or **Hotel Reservation Request Form** – the **Hotel Reservation Request Form** can be found at **joconet.org** under **Employee Resources – Purchasing – Hotel Procedures**
- For Out of State Travel – You must also provide the following:**
- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
 - Narrative as to why the Out of State Travel is necessary.

Budget Transfers/Amendments

- Does NOT require an Agenda Placement Form.
- Budget Transfers may be requested by email or by using a **Budget Transfer Form**
- All Budget Amendments must be requested through the Auditor's Office
- **Budget Transfer Form** can be found at joconet.org under **Employee Resources – County Judge**.

Purchase Requests

- All Quotations must go through the Purchasing Department.
- Refer to the current **Purchasing Manual** located at joconet.org under **Employee Resources – Purchasing – Purchasing Policy**.

Bill Run

- **Bill Run Cutoff Dates** are located at joconet.org under **Employee Resources – Auditor**.
- All Bill Run items will need to go through the Auditor's Office.

Retrieval of After Court Documents

- After court documents will be uploaded to the Comm Court Documents SharePoint Folder.
- An email will be sent with the link to the folder.
- Select the court date for your agenda item.
- Refer to the Posted Agenda (first document) for your item number.
- Select document to view, download, or print.

AGENDA PLACEMENT FORM

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

Date: _____

Meeting Date: _____

Submitted By: _____

Department: _____

Signature of Elected Official/Department Head:

Court Decision: <small>This section to be completed by County Judge's Office</small>

Description:

(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: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

TRAVEL APPROVAL FORM

Department: _____

Event Name: _____

Location: _____

Event Dates: _____

Purpose:

- Required Continuing Education/Certification
- Job Training
- Other: _____

Name of Attendees:

Court Decision: <small>This section to be completed by County Judge's Office</small>

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head: _____