AGENDA ITEM
CA 9

TRAVEL APPROVAL FORM

Department: County Clerk

Event Name: Urban Recorders Alliance Conference

Location: Austin, TX

Event Dates: December 7-9, 2026

Purpose:

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

Name of Attendees:

Sarah George
April Long
Tami Thomas

Court Decision:
This section to be completed by County Judge's Office

Johnson County APPROVED Commissioners Court

9.14.2026

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: April Long

Approved in CC on 9/11/2023

URBAN
RECORDERS
ALLIANCE
PRESERVING HISTORY. EMPOWERING THE FUTURE.

URBAN RECORDS ALLIANCE CONFERENCE

Conference Registration

DECEMBER 7-9, 2026

Hotel Viata

320 S Capital of Texas Hwy

West Lake Hills, TX 78746

Book With Link "Urban Recorders Alliance"

Return Completed Registration Form to Shelley.Coston@bellcounty.texas.gov

ONE form per registrant.

Name: April Long

Position/Title: County Clerk

County/Organization: Johnson County

Mailing Address: 204 S. Buffalo

City: Cleburne State: TX, Zip: 76033

Phone: 817-556-6324 Fax: _____

Email Address: along@johnsoncountytx.org

Headcount is needed by hotel for meal and snacks. Please Check One.

Attendee:

- ☑ Member - $200.00 ☑ County Clerk ☐ Deputy Clerk
- ☐ Non-Member Participant $250.00
- ☐ Retired Clerk - $20.00
- ☐ Business Partner Member - $300.00
- ☐ All others - $350.00

Pay Online through Certified Payments URA Bureau Code: 6356095

Payment: Make payable to: Urban Recorders Alliance and mail to: C/O Shelley Coston, URA Treasurer, P.O. Box 480, Belton, TX 76513. For information regarding registration, please contact: Shelley.Coston@bellcounty.texas.gov

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Return Completed Registration Form to Shelley.Coston@bellcounty.texas.gov

ONE form per registrant.

Name: Sarah George

Position/Title: Chief Deputy

County/Organization: Johnson County

Mailing Address: 204 S. Buffalo

City: Cleburne State: TX, Zip: 76033

Phone: 817-556-6324 Fax: _____

Email Address: sgeorge@johnsoncountytx.org

Headcount is needed by hotel for meal and snacks. Please Check One.

Attendee:

- ☑ Member - $200.00 ☑ County Clerk ☐ Deputy Clerk
- ☐ Non-Member Participant $250.00
- ☐ Retired Clerk - $20.00
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West Lake Hills, TX 78746

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Return Completed Registration Form to Shelley.Coston@bellcounty.texas.gov

ONE form per registrant.

Name: Tami Thomas

Position/Title: OPR Supervisor

County/Organization: Johnson County

Mailing Address: 204 S. Buffalo

City: Cleburne State: TX, Zip: 76033

Phone: 817-556-6323 Fax: _____

Email Address: tthomas@johnsoncountytx.org

Headcount is needed by hotel for meal and snacks. Please Check One.

Attendee:

- ☐ Member - $200. 00
- ☑ Non-Member Participant $250.00
- ☐ Retired Clerk - $20.00
- ☐ Business Partner Member - $300.00
- ☐ All others - $350.00

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URBAN RECORDERS ALLIANCE

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2026 CONFERENCE AGENDA

DECEMBER 7–9, 2026

HOTEL VIATA ★ AUSTIN, TEXAS

MONDAY, DECEMBER 7, 2026

12:00 p.m. – 5:00 p.m.
Registration Open

3:00 p.m. – 5:00 p.m.
County Clerks' Closed Session
(Roundtable Discussion)

5:00 p.m. – 6:00 p.m.
Welcome Reception & Meet and Greet
Courtyard, Hotel Viata

TUESDAY, DECEMBER 8, 2026

7:00 a.m. – 8:00 a.m.
Breakfast

8:30 a.m. – 9:00 a.m.
Opening Remarks and Business Meeting

9:00 a.m. – 10:00 a.m.
Understanding Leadership Success
Cindy Anderson
Innovative Leader, Coach and Speaker, Strategic Solutions HQ, LLC;
Chief Operating Officer, SGA Natural Gas Association;
Former Denton County Clerk; Founding member of
Urban Recorders Alliance

COLLABORATE ★ EDUCATE ★ ADVOCATE ★ LEAD

TUESDAY, DECEMBER 8, 2026 (CONTINUED)

10:00 a.m. – 10:30 a.m.
Break

10:30 a.m. – 12:00 p.m.
Taking Action – Developing Your Emergency Action Plan
Jen Langsdale
Bell County Deputy Clerk; Former Fort Hood Fire Inspector with 34 years of Emergency Services experience working with military and civilian personnel

12:00 p.m. – 1:00 p.m.
Working Lunch

1:00 p.m. – 3:00 p.m.
KEYNOTE PRESENTATION: **Mortgage Fraud**
Matthew B. Cox
Former licensed mortgage broker and brokerage business owner who hosts the Inside True Crime podcast. He is a nationally recognized expert on white collar crimes and author of *Shark in the Housing Pool, Once a Gun Runner, Generation Oxy, Bent, and It's Insanity.*

3:00 p.m. – 3:20 p.m.
Break

3:20 p.m. – 5:00 p.m.
FEATURE PRESENTATION: **SOVEREIGN**
Starring Nick Offerman and Jacob Tremblay
Inspired by true events, a tense and provocative true crime thriller about a father and his teenage son—Jerry and Joseph Kane—who follow the Sovereign Citizen belief system, an anti-government activist who conducts seminars for people who are disgruntled with the government, and in distrust of government authority. Also starring Dennis Quaid.
Rated R for violence and language.
(1 hr. 40 mins.)

6:00 p.m.
Dinner

WEDNESDAY, DECEMBER 9, 2026

7:00 a.m. – 8:00 a.m.
Breakfast

8:30 a.m. – 9:15 a.m.
Open Meetings Act and the County Clerk
Mike Pichinson
General Counsel,
Texas Association of Counties

9:15 a.m. – 10:00 a.m.
Texas County Clerk Professional Development Training Program
Texas Southmost College
Brownsville, Texas

10:00 a.m. – 10:30 a.m.
Break

10:30 a.m. – 11:15 a.m.
Legislative Process 101 and Legislative Update on the 90th Legislative Session
Hon. Jennifer Fogg,
Chair, County Clerk's Legislative Committee
Jay Williamson,
Legislative Contact
Kirsten Mills,
Legislative Liaison,
Texas Association of Counties

11:15 a.m. – 12:00 p.m.
Transferring Historical Books Back to Your County
Jelain Chubb
State Archivist
Texas State Library and Archives Commission

12:00 p.m.
Conference Adjourns

ABOUT URBAN RECORDERS ALLIANCE

The Urban Recorders Alliance is a professional network of urban county recording officials working together to share knowledge, advance best practices, and advocate for the records management profession.

SPECIAL THANKS TO OUR BUSINESS PARTNERS

FIDLAR TECHNOLOGIES | CERTIFIED PAYMENTS by deluxe. | hopdox | iDocket
TEXAS SOUTHMOST COLLEGE | PERMITIUM | Kofile
US Imaging | GRANICUS

THANK YOU FOR YOUR COMMITMENT TO PRESERVING HISTORY AND EMPOWERING THE FUTURE.

✓ Success! Your reservation is booked.
Check a to view your confirmation email.

Thanks, April! Your itinerary number is

Room 1 Confirmation #: Confirmed

Thank you for choosing our property. We look forward to your arrival.

SHARE ADD TO CALENDAR

Reservation Details

Hotel Viata
320 S Capital of Texas Hwy Bldg B
Austin, Texas 78746
1-512-306-6400
aus-frontoffice@pacifichospitality.com
https://www.hotelviata.com/

Superior Room: Superior King View
Urban Recorders Alliance 2 NIGHTS STAY ⌄
Mon, Dec 7, 2026 - Wed, Dec 9, 2026 • 2 Nights stay
1 Adult

9010300 applied

$421.88
Including taxes and fees

EDIT • CANCEL

Guest details
April Long

Payment details

• Guarantee

EDIT

Confirmation number: 34600SG251372

Policies

Check-in
after 4:00 pm

Check-out
before 11:00 am

ROOM 1 SUPERIOR ROOM, SUPERIOR KING VIEW

All reservations must be guaranteed with a credit card at time of booking. A credit card and matching ID will be required at check-in for all charges.

Modifications and cancellations must be completed 48 hours prior to arrival, by 4pm to avoid a one night room charge. $210.94 effective December 5, 2026 at 12:00 AM (Hotel Local Time)

Price Details

Superior Room, Superior King View $398.00
Urban Recorders Alliance

9010300 applied

2 Nights stay

Taxes and fees $23.88
Hotel Occupancy Tax- 6% $23.88

Mon, Dec 7, 2026 - Wed, Dec 9, 2026
1 Adult
Confirm #

Total **$421.88**

✓ Success! Your reservation is booked.
Check sgeorge@johnsoncountytx.org to view your confirmation email.

Thanks, Sarah! Your itinerary number is 1

Room 1 Confirmation #:

Confirmed

Thank you for choosing our property. We look forward to your arrival.

SHARE ADD TO CALENDAR

Reservation Details

Hotel Viata
320 S Capital of Texas Hwy Bldg B
Austin, Texas 78746
1-512-306-6400
aus-frontoffice@pacifichospitality.com
https://www.hotelviata.com/

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1 Adult

9010300 applied

$421.88
Including taxes and fees

EDIT • CANCEL

Guest details
Sarah George

sgeorge@johnsoncountytx.org

Payment details

 Guarantee

EDIT

Confirmation number:

Policies

Check-in	Check-out
after 4:00 pm	before 11:00 am

ROOM 1 SUPERIOR ROOM, SUPERIOR KING VIEW

All reservations must be guaranteed with a credit card at time of booking. A credit card and matching ID will be required at check-in for all charges.

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Mon, Dec 7, 2026 - Wed, Dec 9, 2026
1 Adult
Confirm #

Total **$421.88**

View In Browser

STAY WINE & DINE WELLNESS EXPERIENCE GATHER



Your Reservation is Confirmed

A warm welcome to you, Tami Thomas! We're thrilled to host you for a memorable stay. Below, you'll find your reservation details and confirmation number for your reference.

Need assistance with dining reservations, room preferences, or upgrades? Simply explore the options below or reply to this email, and our team will be happy to help.

We can't wait to welcome you to Hotel Viata. Wishing you safe travels, and we'll see you soon!

Reservation Details	**Confirmation #**
Guest Name	Tami Thomas

Arrival Date December 7, 2026	**Departure Date** December 9, 2026
4:00 PM	11:00 AM
Adults	1
Children	0
Room Type	Superior Room
Rate Information	Group - Corporate
Nightly Rate *Excluding tax per day*	12/7/26 - USD 199.00 12/8/26 - USD 199.00
Additional tax, fees and service charges	
Destination Fee	$40 *plus 6.00% per night*
Self Parking	$15 per night
Valet Parking is available for $25 per car daily.	
Hotel Occupancy Tax- 6%	$23.88

Guarantee Policy

Reservation must be guaranteed with a valid credit card at the time of booking. Credit card may be authorized prior to arrival.

Cancellation Policy

Reservation must be cancelled or modified at least 48 Hours prior to arrival by 4pm to avoid late cancellation fee of one night's room and tax. Early departure fee applies.

Cashless Property

For your convenience, all on-site purchases and payments, including dining, retail, spa services, and resort experiences, may be made using all major credit cards, debit cards, contactless payment methods, or room charge. Cash is not accepted anywhere on the property, including all restaurants, retail outlets, spa facilities, and other resort venues.

Contact

320 S Capital of Texas Hwy, West Lake Hills, TX 78746

512.306.6400

aus-sales@hotelviata.com