AGENDA ITEM
CA28

TRAVEL APPROVAL FORM

Department: County Clerk

Event Name: 130th Annual County & District Clerks' Association Conference

Location: Sugar Land, Texas

Event Dates: June 8-12, 2025

Purpose:

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

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

Johnson County ★ APPROVED ★ Commissioners Court

4-14-25

Name of Attendees:

April Long

Sarah George

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

Texas Association of Counties
P.O. Box 2131
Austin, TX 78768
(800) 456-5974

INVOICE

Date	Account #
3/20/2025	267019

Ms. Nikki Ortegon
Johnson County
Records Management Officer
2 N Main St
Cleburne,TX 76033-5500

Date	Reference	Description	Amount	Credits	Balance
3/5/2025	R369435	GEORGE, SARAH, 130th Annual County & District Clerks Association Conference	250.00	0.00	250.00
3/5/2025	R369423	LONG, APRIL, 130th Annual County & District Clerks Association Conference	250.00	0.00	250.00

TEXAS ASSOCIATION *of* COUNTIES

130th Annual County and District Clerks' Association of Texas Conference

June 08, 2025 - June 12, 2025 multi-day

08:00 AM - 11:00 AM

Houston Marriott Sugar Land
16090 City Walk
Sugar Land, TX 77479

Contact Luz Hinojosa or Sam Burke at (800) 456-5974.

Contact Us

Registration

AGENDA

Sunday, June 8

Noon - 5 p.m.: Registration and Information Desk Open

Foyer

Location: Foyer

1 - 5 p.m.: Exhibits Setup

6:35 p.m.: Welcome Reception: Night at the Ballpark

Sugar Land Space Cowboys vs. Sacramento
Constellation Field
1 Stadium Dr. Sugar Land, TX, 77498
*Gates open at 5 p.m.

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Registration

AGENDA

Monday, June 9

6:30 - 7:30 a.m.: Fitness Class

8 a.m. - 5 p.m.: Registration and Information Desk Open

Location: Foyer

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store

9 - 9:30 a.m.: Opening Activities

Welcome
Invocation
Presentation of Colors
National Anthem
Pledges of Allegiance
Recognition of Dignitaries

9:30 - 10 a.m.: Introduction of Retired Clerks, Regional Directors, Past Presidents, Retirees, Committee Members, Sponsors, Sponsor Videos

Hon. John F. Warren, Dallas County Clerk; President, CDCAT

10 - 10:30 a.m.: Refreshment Break With Vendors

10:30 - 11:30 a.m.: Business Session

Hon. John F. Warren, Dallas County Clerk; President, CDCAT

11:30 a.m. - 1 p.m.: Lunch on Your Own

1 - 2:30 p.m.: Keynote

2:30 - 3 p.m.: Refreshment Break With Vendors

3 - 4:30 p.m.: Sine Die Insights: Key Takeaways from the Legislative Session

Panel

6 - 8:30 p.m.: President's Welcome Reception

*Clerk nominees recognized

Location: Sugar Land Town Square

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Registration

AGENDA

Tuesday, June 10

6:30 - 7:30 a.m.: Fitness Class: Sunrise Walk & Talk

8 a.m. - 4 p.m.: Registration and Information Desk Open

Location: Foyer

8 a.m. - 5 p.m.: Silent Auction and CDCAT Store

9 - 10:30 a.m.: Generational Differences In the Workplace General

Debra Aiken, Ed.D., Training and Development Manager, Denton County

10:30 - 11 a.m.: Refreshment Break With Vendors General

11 a.m. - noon: Artificial Intelligence (AI) in County Government General

Robert Ruiz, Associate Director of Risk Management Services, Texas Association of Counties

Noon - 1:30 p.m.: Lunch on Your Own General

1:30 - 2:30 p.m.: Guardianship and Transfers County Clerks

Hon. Sylvia Garza-Perez, Cameron County Clerk
Hon. Christina Ubando, Tom Green County Clerk
Hon. Karren Winter, Archer County Clerk

1:30 - 2:30 p.m.: Bond Forfeiture (NISI) District Clerks

Ken Good, Attorney

2:30 - 3 p.m.: Refreshment Break With Vendors

3 - 4 p.m.: Bond Forfeiture (NISI) County Clerks

Ken Good, Attorney

3 - 4 p.m.: Adoptions and Delayed Birth Certificates District Clerks

5 - 7 p.m.: Business Scavenger Hunt

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Registration

AGENDA

Wednesday, June 11

8 a.m. - noon: Registration and Information Desk Open

8 a.m. - noon: Silent Auction and CDCAT Store

9 - 10:30 a.m.: Guardianship and Transfers County Clerks

Hon. Karren Winter, Archer County Clerk

9 - 10:30 a.m.: Expunctions and Transfers District Clerks

Sharena Gilliland, Parker County District Clerk

10:30 - 11 a.m.: Refreshment Break With Vendors

11 a.m. - noon: Probate and Transfers County Clerks

Hon. Karren Winter, Archer County Clerk

11 a.m. - noon: District Clerk Roundtable District Clerks

Moderator: Hon. Sandra Roblez, Yoakum County District Clerk

Noon - 6:30 p.m.: Lunch and Afternoon on Your Own

6:30 p.m. - 11 p.m.: Banquet

BANQUET
OFFICERS SWEARING-IN
CLERKS OF THE YEAR

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Registration

AGENDA

Thursday, June 12

8 - 11:30 a.m.: Information Desk Open

9 - 10 a.m.: Preparing the Clerks' Appeal and Appendix

10 - 11:30 a.m.: Active Shooter

Greg Babst, Emergency Management Coordinator, Homeland Security and Emergency Management, Fort Bend County

11:30 a.m.: Drawing of Prizes and Closing Remarks

Drawing — 2026 Conference Registration and Hotel Lodging
Elected clerks will have an opportunity to earn free registration and hotel accommodations for the next annual conference. Five winners will be selected in a random drawing. Must be present to win.

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Houston Marriott Sugar Land

16090 City Walk, Sugar Land, Texas USA, 77479

Confirmation Room 1: 74833536

Your reservation is guaranteed to your Mastercard card.

Stay Details

STAY DATES
Sun, Jun 08, 2025 - Thu, Jun 12, 2025

TOTAL FOR STAY
769.42 USD

ROOM TYPE
Guest room, King or 2 Queen

ROOMS
1

ADULTS
1

ROOM PREFERENCES
No room preferences were selected.

RATE
CDCAT CONFERENCE

Summary of Charges

1 room for 4 night(s)

Sunday, Jun 08, 2025	169.00 USD
Monday, Jun 09, 2025	169.00 USD
Tuesday, Jun 10, 2025	169.00 USD
Wednesday, Jun 11, 2025	169.00 USD
Total Cash Rate	676.00 USD
Estimated Government Taxes and Fees	87.88 USD
State Cost Recovery Fee	5.54 USD

Total for Stay 769.42 USD

Houston Marriott Sugar Land

16090 City Walk, Sugar Land, Texas USA, 77479

Confirmation Room 1: 94912390

Your reservation is guaranteed to your Visa card.

Stay Details

STAY DATES

Sun, Jun 08, 2025 - Thu, Jun 12, 2025

TOTAL FOR STAY

1,491.04 USD

ROOM TYPE

1 King Bed, Concierge Lounge Access, Guest Room, High Floor

ROOMS

1

ADULTS

1

ROOM PREFERENCES

GUARANTEED: Concierge Lounge Access.

RATE

Member Flexible Rate

Summary of Charges

1 room for 4 night(s)

Sunday, Jun 08, 2025	244.00 USD
Monday, Jun 09, 2025	342.00 USD
Tuesday, Jun 10, 2025	362.00 USD
Wednesday, Jun 11, 2025	362.00 USD
Total Cash Rate	1,310.00 USD
Estimated Government Taxes and Fees	170.30 USD
State Cost Recovery Fee	10.74 USD

Total for Stay

1,491.04 USD