



## PROGRESS IN MOTION

(Amended)

Date: 10/11/19

Account No.

Legal name as it appears on DL (for booking flights)

Required for booking flights

Purpose: Annual TML Conference

Return Date: 10/11/19

405.00

~~\$626.86~~

~~787.96~~~~1,414.82~~

0.00

**\$626.86**

due the City, please attach payment at time of  
(712.61 - 626.86 = 85.75)  
\* 626.86 was already reimbursed.  
See item # 18 on the 10/15/19 CC agenda

Employee Signature (Before Trip)

and attached documents.

**Remember:** First and last days of travel are reduced, per GSA guidelines.

Shona H. Bryan

Director's Signature (After Trip)

Approved for Payment

Revised 12/14/17

## Navigation



### Agenda at a Glance

Below is the agenda at a glance. Please check back often to view the latest information as it is added. Additionally, the conference app will have all the conference information and will be available for download in the coming months.

All conference events will be held at the Henry B. González Convention Center in San Antonio unless otherwise noted.

#### Tuesday, October 8

- |                |   |
|----------------|---|
| 1:00-5:00 p.m. | Attendee Registration   |
| 1:00 p.m.      | T.J. Patterson Sr. Golf Tournament, Hyatt Hill Country Golf Club (hosted by TABCCM) |
| 2:00 p.m.      | TML Board of Directors Meeting  |

#### Wednesday, October 9

- |                     |  |
|---------------------|--|
| All Day             | City Shirt Day   |
| 7:30 a.m.-5:00 p.m. | Attendee Registration  |
| 9:00 a.m.-5:00 p.m. | Donation Drive   |
| 9:00 a.m.-4:00 p.m. | TML Guest Hospitality Suite  |
| 10:30 a.m.-Noon     | Opening General Session and Presentation of Awards<br>Lifescale: Escape from Distractions to Live a Better Life<br><b>Brian Solis</b> , Digital Anthropologist, Futurist, and Thought Leader   |
| Noon-5:00 p.m.      | Exhibit Hall Grand Opening   |
| 1:45-4:00 p.m.      | Greenhouse Presentations   |
| 2:00-3:15 p.m.      | <b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• Village of The Hills – Stay or Play?</li> <li>• 10-Minute Walk to a Park for Everyone</li> <li>• Develop a Cyber Security Awareness Culture In Your Town or City</li> <li>• Overview of Debt Financing Options</li> <li>• What Did Amazon Have to Do with Planning?</li> </ul> |
| 3:30-4:45 p.m.      | <b>Concurrent Sessions</b>   |

- Community Preparedness for the Unpredictable
- Cybersecurity Update and Required Training
- Senate Bill 2 Passed. What Now?
- Libraries and Your City: Build Strong Communities
- Pavement Data Collection, Rating History, and Pavement Management Program in the Five Largest Cities in Texas

4:45 p.m. TAMCC Business Meeting and Election

## Thursday, October 10

7:30-8:45 a.m. TML Health and Risk Pools' Breakfast (separate ticketed event at no charge)

7:30 a.m.-5:00 p.m. Attendee Registration

8:00 a.m.-3:30 p.m. Donation Drive

8:00 a.m.-4:00 p.m. Exhibit Hall

8:00-9:00 a.m. Continental Breakfast in the Exhibit Hall

8:00-11:45 a.m. Affiliates' Board, Business, or Educational Sessions

9:00 a.m.-1:30 p.m. Greenhouse Presentations

9:00 a.m.-4:00 p.m. TML Guest Hospitality Suite

9:00-10:15 a.m. **Concurrent Sessions**

- Reframing Workplace Behavior
- Construction Issues from the 86<sup>th</sup> Legislature
- Preparing for the 2020 Census: How Cities Can Work Toward a Complete Count
- Best Practices for Hiring a City Manager for Small Cities
- Race and Equity: How Your City Can Implement Targeted Strategies to Improve Outcomes

10:30-11:45 a.m. **Concurrent Sessions**

- Public Finance: A Primer for Non-Finance Officials and Managers
- Can We Manage Healthcare Costs Within a 3.5% Trend?
- Legal Q&A
- Avoiding Leadership Traps in a New Position
- Councils, Courts, and Cities – C3 of Texas

Noon-1:45 p.m. Luncheon and Keynote Speaker (separate ticketed event)  
Normal Is Overrated – Aim Higher!  
**Bonnie St. John**, Olympic Medalist and Best-Selling Author

1:00-3:00 p.m. San Pedro Creek Mobile Tour (hosted by the City of San Antonio)

2:00-3:15 p.m. **Concurrent Sessions**

- Cultivating Community Capital, One Building at a Time
- When Is a Conversation Criminal? Open Meetings, Constitutionally-Protected Free Speech, and The New Law on Walking Quorums
- Legislative Update
- First Responder Mental Health: PTSD Issues & Public Safety
- Communication and Marketing on a Budget

2:00-5:00 p.m. Affiliates' Board, Business, or Educational Sessions

3:30 p.m. TML Business Meeting

### Friday, October 11

7:30-10:30 a.m. Attendee Registration

8:00-10:30 a.m. Exhibit Hall

8:00-9:00 a.m. Continental Breakfast in the Exhibit Hall

9:00-10:15 a.m. **Concurrent Sessions**

- Elevating Trust in Local Government
- Get Social
- Your City's Legal Counsel: Working with Your Lawyers
- Trends in Public Safety Workers' Compensation

9:00-10:15 a.m. Affiliates' Board, Business, or Educational Sessions

9:15-10:15 a.m. TML Board of Directors Meeting

10:30 a.m.-Noon Closing Brunch and Keynote Speaker (separate ticketed event)  
A Conversation About Community and Resilience  
**Evan Smith**, Founder and CEO, *The Texas Tribune*; and **Dee Margo**, Mayor, City of El Paso

#### #TMLAC2019

Use the official hashtag on Instagram and Twitter!

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Texas Municipal League

## GENERAL INFORMATION

## Name:

Shona Huffman

## Email:

shuffman@friscotexas.gov

## Membership ID:

79608

## Title:

City Councilmember

## City/Company:

City of Frisco

## Address:

6101 Frisco Square Blvd

Frisco, Texas 75034-3253

## Number of People Registered:

1

## Confirmation Number:

VYNGNG4Y5P2 (needed to modify your registration)

## Event Title:

Texas Municipal League Annual Conference

## Location:

Henry B. Gonzalez Convention Center, San Antonio

900 E Market St,

San Antonio, Texas 78205

## Date:

10/09/2019

## HOUSING INFORMATION

To reserve a hotel room using Passkey, click on **Book Hotel Now!** link next to the name. Passkey will notify you when your hotel reservation is confirmed.

## Registrant

Shona Huffman

[Book Hotel Now!](#)

## CURRENT REGISTRATION DETAILS

SHONA HUFFMAN

## Agenda Items

Registration Item	Cost
Full Conference Registration	\$320.00
<b>Optional Items</b>	
Optional Item	Cost
Thursday Delegate Lunch	\$50.00 x 1 = \$50.00
Friday Delegate Brunch	\$35.00 x 1 = \$35.00

#85.00

## ORDER SUMMARIES

## Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
07/23/2019 10:14 AM CT	online order	\$320.00	\$320.00	\$0.00
10/03/2019 10:09 AM CT	online order	\$85.00	\$85.00	\$0.00
Total:		\$405.00	\$405.00	\$0.00

## CANCELLATIONS AND REFUNDS

If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, TML will provide a refund, minus a \$75 cancellation fee, upon receipt of your written cancellation notice. Please send your cancellation notice via email to [acct@tml.org](mailto:acct@tml.org) by August 17. No exceptions will be made.

**Details**

Date	Type	Reference #	Amt Paid
07/23/2019	American Express	1015	\$320.00
10/03/2019	American Express	P-1015	\$85.00

## Holly McCall

---

**From:** shona huffman <shonahuffman@hotmail.com>  
**Sent:** Tuesday, October 15, 2019 8:46 AM  
**To:** Holly McCall  
**Subject:** Fwd: Parking Receipt

CAUTION: External Email.

Shona Huffman  
469-789-6860

Begin forwarded message:

**From:** TollTag Store <customernotifications@ntta.org>  
**Date:** October 15, 2019 at 4:24:49 AM CDT  
**To:** <SHONAHUFFMAN@HOTMAIL.COM>  
**Subject:** Parking Receipt

## Love Field Airport Parking Receipt

<b>Entry :</b>	October 09, 2019 12:44	<b>Lane:</b>	DAL-GCE-027
<b>Exit :</b>	October 11, 2019 15:38	<b>Lane:</b>	DAL-GCX-032
<b>Tag Number:</b>	DNT.15495022	<b>License Plate:</b>	BZ42398
<b>Parking Fee:</b>	\$40.00	<b>License State:</b>	TX
<b>NTTA Tag Charged:</b>	\$40.00		

Taxes included.

Thank you for parking at Love Field Airport.



U.S. General Services Administration

# FY 2020 Per Diem Rates for San Antonio, Texas

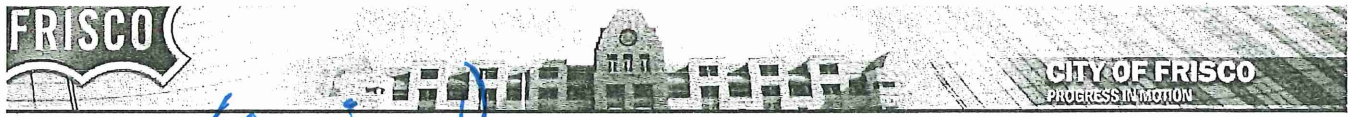
Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Antonio	Bexar	\$61	\$14	\$16	\$26	\$5	\$45.75

Wed. 10/9/19 \$45.75  
Th. 10/10/19 \$26.00 (dinner)  
\$71.75



\* Approved on 10/15/19. CC Agenda item # 18.



(Original)

Professional Travel

Date: 10/11/19

Account No.

Name: Shona Huffman  
Legal name as it appears on DL (for booking flights)

D.O.B.:  
Required for booking flights

Destination: San Antonio, TX

Purpose: Annual TML Conference

ORG Code	OBJ Code	Proj Code
11016000	69500	
	69550	
	12180	

Departure Date: 10/09/19

Return Date: 10/11/19

Expenses	Before Trip Estimate	Advance Requested	During Trip Expenses	Prepaid or Billed
Mileage (\$0.580/mile 1-1-2019) <input type="checkbox"/> Total Miles Traveled	0.00		0.00	
Air Fare: <input type="checkbox"/> Check if you want Purchasing to book flight				467.96
Parking Fees				
Taxi, bus, other transportation			59.46	
Car Rental: <input type="checkbox"/> Check if you want Purchasing to book rental car				
Registration <input type="checkbox"/> Prepay <input checked="" type="checkbox"/> City AMEX <input type="checkbox"/> Reimb. Employee				320.00
Meals/Per Diem (Complete Table below)	26.00		26.00	
Lodging <input type="checkbox"/> Prepay (Include current W-9 from hotel)			541.40	
Gratuities				
Other (please explain)				
<b>TOTALS</b>	<b>\$26.00</b>	<b>\$0.00</b>		<b>\$787.96</b>

Expenses incurred by employee:	\$626.86
Plus Prepaid or Billed:	787.96
Trip Total:	1,414.82
Less travel advance (subtracted from expenses incurred):	0.00
Amount due (TO) or FROM the City:	\$626.86

**Receipts and other supporting data must be attached. If payment is due the City, please attach payment at time of submission of form after trip is complete.**

Director's Signature (Before Trip)

Employee Signature (Before Trip)

Meal Per Diem Breakdown

Date	Amount
10/10/2019	26.00
	(dinner only)
Total	\$26.00

Remember: First and last days of travel are reduced, per GSA guidelines.

I certify that the expenses outlined above were incurred by me in the conducting of city business and are true and correct to the best of my knowledge.

*Shona Huffman*

Employee Signature (After Trip)

Director's Signature (After Trip)

Approved for Payment

Sharon Perry

**From:** Southwest Airlines <southwestairlines@ifly.southwest.com>  
**Sent:** Friday, September 20, 2019 8:49 AM  
**To:** Sharon Perry  
**Subject:** Shona Huffman's 10/09 San Antonio trip (WRBP6U): Your reservation is confirmed.

**Categories:** Red Category

**CAUTION:** External Email.

Here's your itinerary and other important travel information.  
[View our mobile site](#) | [View in browser](#)

**Southwest**

[Manage Flight](#) | [Flight Status](#) | [My Account](#)



**Hi Shona,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 9 - OCTOBER 11

**DAL** ✈ **SAT**

Dallas (Love) to San Antonio

Confirmation # **WRBP6U**

Confirmation date: 09/20/2019

**PASSENGER** Shona Huffman  
**RAPID REWARDS #** [Join](#) or [Log in](#)  
**TICKET #** 5262122317712  
**EXPIRATION<sup>1</sup>** September 19, 2020  
**EST. POINTS EARNED** 4,088

Rapid Rewards® points are only estimations.

## Your itinerary


**Flight 1:** Wednesday, 10/09/2019 Est. Travel Time: 1h 10m [Anytime](#)

**FLIGHT**  
**# 2388**  
**DEPARTS**  
**DAL 02:15PM**  
Dallas (Love)



**ARRIVES**  
**SAT 03:25PM**  
San Antonio

**Flight 2:** Friday, 10/11/2019 Est. Travel Time: 1h [Anytime](#)

FLIGHT # 0037	DEPARTS <b>SAT 01:50PM</b> San Antonio		ARRIVES <b>DAL 02:50PM</b> Dallas (Love)
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## Payment information

### Total cost

#### Air - WRBP6U

Base Fare	\$	408.70
U.S. Transportation Tax	\$	30.66
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.40
U.S. Passenger Facility Chg	\$	9.00
<b>Total</b>	<b>\$</b>	<b>467.96</b>

### Payment

Amer Express ending in 1015  
Date: September 20, 2019

**Payment Amount: \$467.96**

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262122317712

## Prepare for takeoff



**24 hours** before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



**30 minutes** before your departure:

Arrive at the gate prepared to board.



**10 minutes** before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

**If you do not plan to travel on your flight:** Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

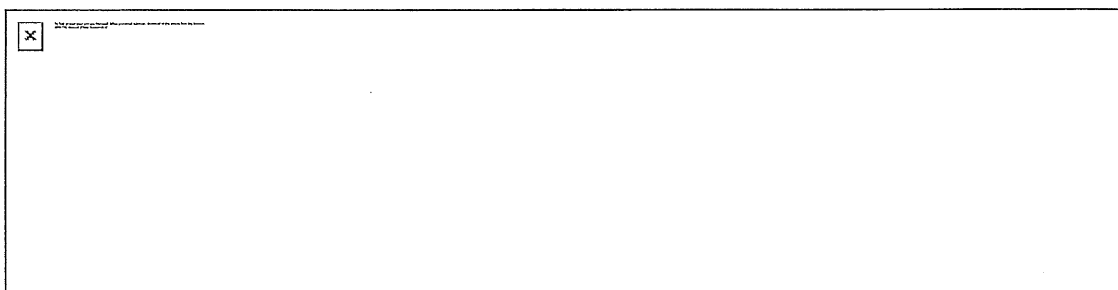


## Don't miss out on automatic check-in

EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

## Holly McCall

**From:** Texas Municipal League <acct@tml.org>  
**Sent:** Tuesday, July 23, 2019 10:15 AM  
**To:** Holly McCall  
**Subject:** Registration Confirmed for Shona Huffman - Texas Municipal League Annual Conference-Wednesday, October 9, 2019 in Henry B. Gonzalez Convention Center, San Antonio



Dear Shona,

Your registration has been confirmed. Please save this email for future reference.

Event: **Texas Municipal League Annual Conference**

Attending: **Shona Huffman**

Number of people registered: **5**

Date: **Wednesday, October 9, 2019**

Confirmation number: **VYNGNG4Y5P2**

To view or modify your online registration, [Click here](#). You will be asked to enter the confirmation number shown above.

### Registration Information:

#### Registration Items

Shona Huffman      Full Conference Registration

#### Additional Information

Shona Huffman      Can we share your email address with our exhibitors?  
Yes

### Order Summaries:

Date	Type	Amt. Ordered	Amt. Paid	Amt. Due
23-Jul-2019 10:14 AM CT	online order	\$320.00	\$320.00	\$0.00

### Payment Details:

Date	Type	Reference #	Amt. Paid
23-Jul-2019	American Express	1015	\$320.00

Sincerely,  
Texas Municipal League

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:  
<http://www.cvent.com/d/b852mrXTuUKr71lYoy5kVg/wl4z/P1/0R>

If you no longer want to receive emails from Texas Municipal League please click the link below.  
[Opt-Out](#)

Your payment for the Texas Municipal League Annual Conference event has been successfully processed. Please save this email for your records.

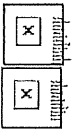
#### Transaction Information

Item	Transaction Information	Quantity	Amount
Full Conference Registration		1	\$320.00
	<b>Transaction Total</b>		<b>\$320.00</b>

Registration Confirmation Number: VYNGNG4Y5P2

[View your registration](#)

If you have any questions about this transaction or email, please contact Texas Municipal League directly at [acct@tml.org](mailto:acct@tml.org).



**MARRIOTT RIVERCENTER****GUEST FOLIO**

3523	HUFFMAN/S	229.00	10/11/19	11:00	5994	37161
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
VD	CITY OF FRISCO		10/09/19	15:43		
TYPE			ARRIVE	TIME		
85						
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX8028
CLERK						

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/09	ROOM 3523, 1	229.00		
10/09	STATE TX 3523, 1	13.91		
10/09	COUNTYTX 3523, 1	4.06		
10/09	CITY TAX 3523, 1	20.87		
10/09	TPID FEE 3523, 1	2.86		
10/10	ROOM 3523, 1	229.00		
10/10	STATE TX 3523, 1	13.91		
10/10	COUNTYTX 3523, 1	4.06		
10/10	CITY TAX 3523, 1	20.87		
10/10	TPID FEE 3523, 1	2.86		
10/11	MC CARD			
				\$541.40

SETTLED TO: MASTER CARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING THE RIVERCENTER MARRIOTT !!  
FOR EXPRESS CHECKOUT DIAL EXTENSION 6500  
PRESS "MENU" ON YOUR TV REMOTE TO ACCESS VIDEO CHECK-OUT..

See our "Privacy & Cookie Statement" on [Marriott.com](http://Marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See [members.marriott.com](http://members.marriott.com) for new Marriott Bonvoy benefits.



MARRIOTT RIVERCENTER  
101 BOWIE ST  
SAN ANTONIO TX 78205  
2102231000

Treat yourself to the comfort of Marriott Hotels in your home. Visit [ShopMarriott.com](http://ShopMarriott.com).

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

## Holly McCall

---

**From:** shona huffman <shonahuffman@hotmail.com>  
**Sent:** Wednesday, October 9, 2019 11:57 PM  
**To:** Holly McCall  
**Subject:** Fwd: Your ride with Kayley on October 9

**CAUTION:** External Email.

Shona Huffman  
469-789-6860

Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** October 9, 2019 at 6:21:15 PM CDT  
**To:** [shonahuffman@hotmail.com](mailto:shonahuffman@hotmail.com)  
**Subject:** Your ride with Kayley on October 9



OCTOBER 9, 2019 AT 3:25 PM

**Thanks for riding with  
Kayley!**

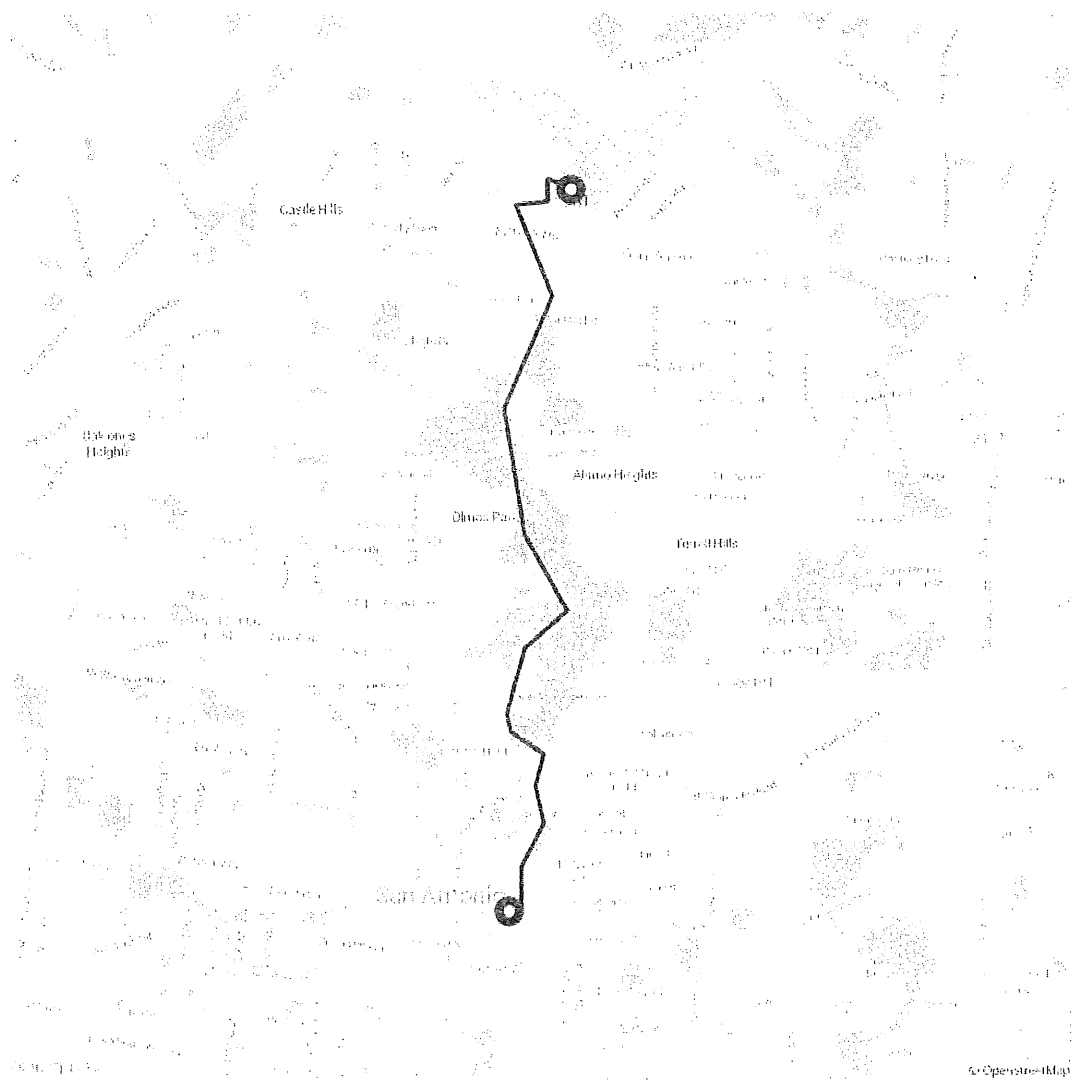


Lyft fare (8.91mi, 14m 0s)  
Tip

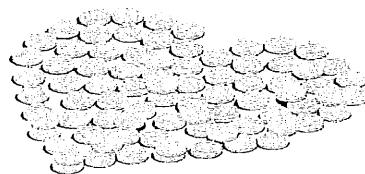
\$16.33  
\$5.00

 MasterCard \*4989

**\$21.33**



- **Pickup 3:25 PM**  
E Terminal Dr, San Antonio, TX
- **Drop-off 3:39 PM**  
151 Bowie St, San Antonio, TX





Holly McCall

---

**From:** shona huffman <shonahuffman@hotmail.com>  
**Sent:** Wednesday, October 9, 2019 11:57 PM  
**To:** Holly McCall  
**Subject:** Fwd: Your ride with Moe on October 9

**CAUTION:** External Email.

Shona Huffman  
469-789-6860

Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** October 9, 2019 at 6:37:15 PM CDT  
**To:** shonahuffman@hotmail.com  
**Subject:** Your ride with Moe on October 9



OCTOBER 9, 2019 AT 6:24 PM

**Thanks for riding with  
Moe!**



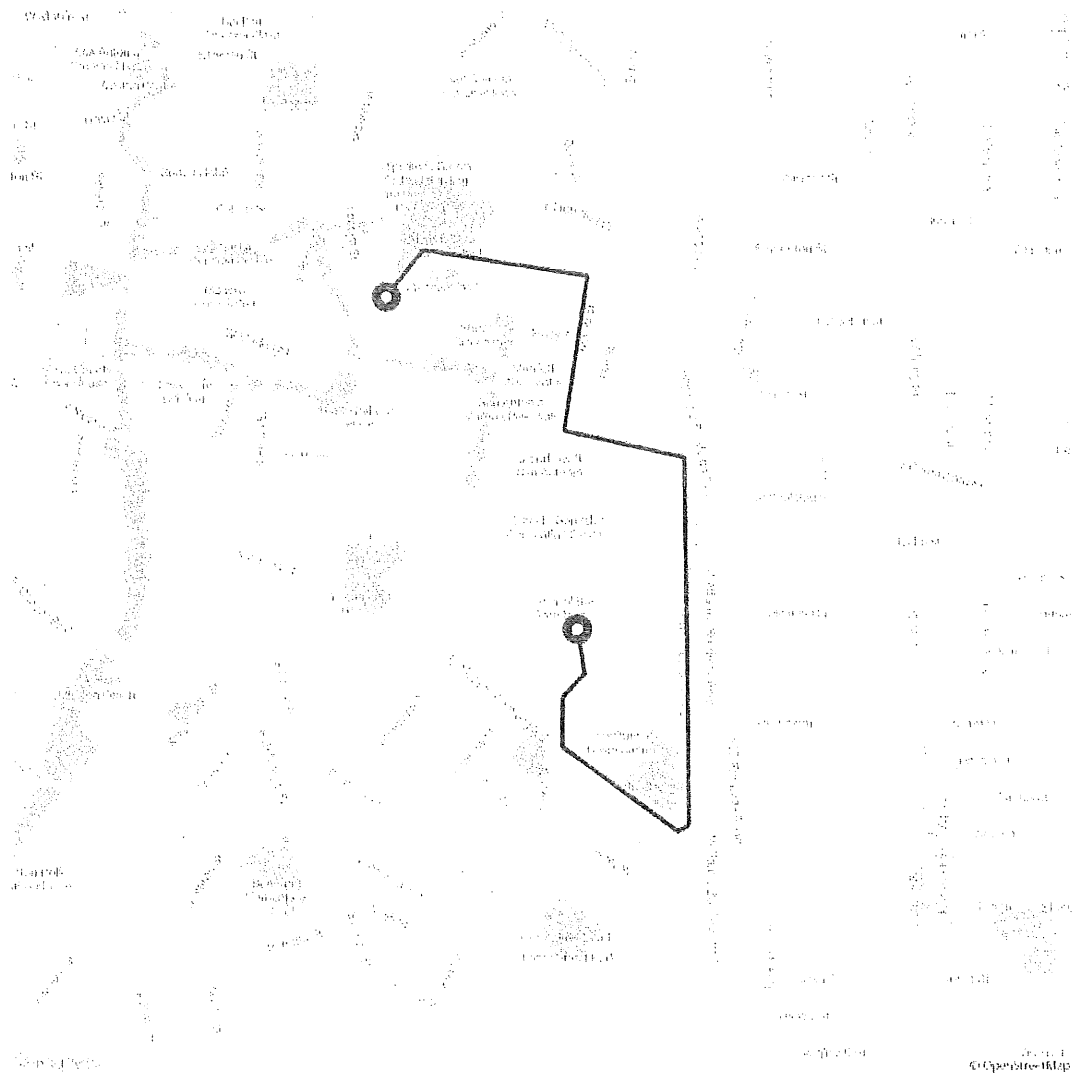
Lyft fare (1.43mi, 7m 48s)  
Tip

\$6.55  
\$5.00

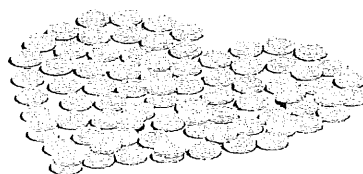


MasterCard \*4989

**\$11.55**



- **Pickup 6:24 PM**  
170 Alamo Plz, San Antonio, TX
- **Drop-off 6:31 PM**  
695 S Bowie St, San Antonio, TX



## Holly McCall

---

**From:** shona huffman <shonahuffman@hotmail.com>  
**Sent:** Friday, October 11, 2019 2:17 PM  
**To:** Holly McCall  
**Subject:** Fwd: Your ride with Kessewa on October 11

**CAUTION:** External Email.

Shona Huffman  
469-789-6860

Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** October 11, 2019 at 1:56:59 PM CDT  
**To:** [shonahuffman@hotmail.com](mailto:shonahuffman@hotmail.com)  
**Subject:** Your ride with Kessewa on October 11



OCTOBER 11, 2019 AT 11:54 AM

**Thanks for riding with  
Kessewa!**



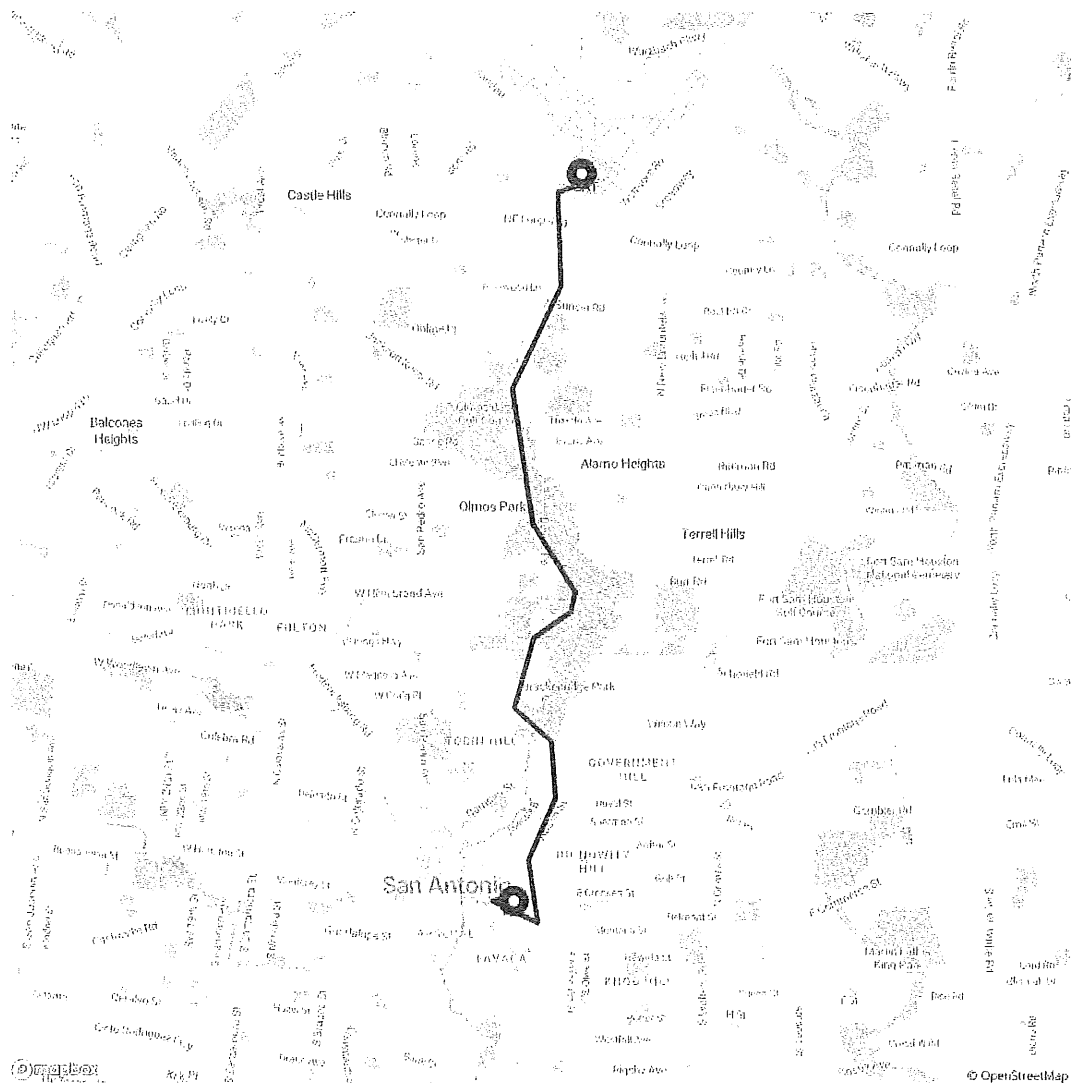
Lyft XL fare (9.32mi, 18m 44s)  
Tip

\$21.26  
\$5.32



MasterCard \*4989

**\$26.58**

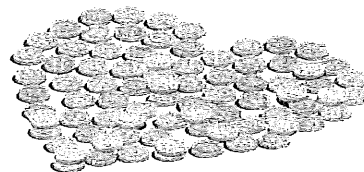


● **Pickup 11:54 AM**

879 E Commerce St, San Antonio, TX

● **Drop-off 12:12 PM**

E Terminal Dr, San Antonio, TX





U.S. General Services Administration

## FY 2020 Per Diem Rates for ZIP 78205

Meals &amp; Incidentals (M&amp;IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Antonio	Bexar	\$61	\$14	\$16	\$26	\$5	\$45.75

Dinner only  
10/10/19