



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 10

DATE: 2/04/2024

SUBJECT: **Consideration of Out-Of-State Travel Request**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the following out-of-state travel request.

**BACKGROUND**

**Housing Assistance**

**National Association of Housing and Redevelopment Officials (NAHRO) 2025 Washington Conference, March 8-13, 2025, Washington, D.C., for Wayne Pollard, \$3,054.00**

The attendee will participate in this conference as a member of the NAHRO Board of Governors and Chair of the Housing Committee. The NAHRO Washington Conference will include top feature speakers from HUD, workshops geared toward addressing housing needs within communities, and networking opportunities to learn best practices.

**HIV Administrative Agency**

**Evaluating Ending the Epidemic (EHE) Implementation Workshop, April 22-26, 2025, Seattle, Washington, Rasheda Bell, \$0.00\***

The workshop aims to support EHE evaluators with continuing education to incorporate implementation science methodologies into EHE program evaluations.

\* Note: All travel expenditures will be paid by National Alliance of State and Territorial Aids Directors.

SUBMITTED BY: Administrator's Office

PREPARED BY: Desirae S. Arebalo  
APPROVED BY:



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 2/04/2024 PAGE 2 OF 10

## **Sheriff's Office**

**TYR Tactical Shield Presentation, February 26-28, 2024, Peoria, Arizona, for Eric Martinez, Todd Tipton, and Michael Nelson, \$0.00\***

The attendees will attend the TYR Tactical recognition ceremony to honor Deputy Todd Tipton. The attendees were requested by TYR Tactical executives to highlight the ballistic shield and worked to bring TYR Tactical products to Tarrant County.

\* Note: All travel expenditures will be paid by TYR Tactical.

## **Transportation Services**

**National Association of County Engineers (NACE), April 13-18, 2025, Chicago, Illinois, Joseph Jackson and Travis Rosenbaum, \$5,319.55**

NACE annual conference brings together county road and infrastructure professionals from around the nation to gain knowledge on strategies for cost saving and operational efficiency and enhance the county engineer's knowledge of innovative solutions.

## **FISCAL IMPACT**

### **Housing Assistance**

588291//Grant-2004/R0014-2025/5590100000 = \$3,054.00

### **HIV Administrative Agency**

All travel expenditures will be paid by National Alliance of State and Territorial Aids Directors.

### **Sheriff's Office**

All travel expenditures will be paid by TYR Tactical.

### **Transportation Services**

588261/26100-2025/6840100000 = \$5,319.55



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Housing Asst. Ofc	Wayne Pollard

**CONFERENCE NAME** (Acronyms should not be used. Please provide the full name of the conference/seminar.)

National Association of Housing and Redevelopment Officials (NAHRO) 2025 Washington Conference

Destination: Washington D.C.	Departure: 03/08/2025	Return: 03/13/2025
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**GSA RATE** (Additional line provided if travel occurs over a two-month period.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$276	03/08/2025 - 03/13/2025
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**RATIONALE** (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

The attendee will participate in this conference as a member of the NAHRO Board of Governors and Chair of the Housing Committee. The NAHRO Washington Conference will include top feature speakers from HUD, workshops geared toward addressing housing needs within communities, and networking opportunities to learn best practices.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Wayne Pollard	\$276	5	03/08 - 03/13	\$1,380.00
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**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$645	\$645
Transportation:		\$523
Other (specify):	Per Diem - per GSA Rates	\$506

**TOTAL FOR ALL TRAVEL EXPENDITURES** \$3,054.00

**ACCOUNT CODING** (Please include all Account Coding and the respective amount coming from each account.)

GL #588291; Grant-2004; Fund #R0014-2025; Cost Center #5590100000

Requested By: Wayne Pollard Department Head/Elected Official: Director

**Your search for Washington, District of Columbia (Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) including District of Columbia)**

Estimated per diem total: \$1886 (Max lodging total + M&IE total)

**Lodging breakdown: March 08, 2025 - March 13, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
March	\$276	5	\$1380

Max lodging total: **\$1380**

**Meals & incidental expenses breakdown: March 08, 2025 - March 13, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (03/08/25)*	\$69	1	\$69
Full day (Mar)	\$92	4	\$368
Last day (03/13/25)*	\$69	1	\$69

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$506**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
HIV Administrative Agency	Rasheda Bell

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Evaluating Ending the Epidemic (EHE) Implementation Workshop

Destination: Seattle, Washington	Departure: 4/22/25	Return: 4/26/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 188.00	4/22/25 - 4/26/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
<p>This workshop aims to support Ending the HIV Epidemic (EHE) evaluators with continuing education to incorporate implementation science methodologies into EHE program evaluations. It is beneficial to our department because it aids our jurisdiction with incorporating science methods to better assess and evaluate our EHE programs/activities.</p>

## TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Rasheda Bell	\$ 188.00	4	4/22/25 - 4/26/25	\$ 0.00
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<b>Total Cost for Lodging for the Trip</b>	
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:		\$ 0.00
Other (specify):		\$ 0.00

<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>	\$ 0.00
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## ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)

All expenses will be covered by National Alliance of State and Territorial AIDS Directors (NASTAD).
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Requested By: Rasheda Bell  
 Rasheda Bell (Jan 16, 2025 14:49 CST)

Department Head/Elected Official: Lisa McKamie-Muttiah  
 Lisa McKamie-Muttiah (Jan 16, 2025 14:50 CST)

## Your search for Seattle, Washington (King including Seattle)

Estimated per diem total: \$1166 (Max lodging total + M&IE total)

### Lodging breakdown: April 22, 2025 - April 26, 2025

Date	Daily Rate	# of Nights	Total
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April	\$188	4	\$752
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Max lodging total: **\$752**

### Meals & incidental expenses breakdown: April 22, 2025 - April 26, 2025

Days, Month	Daily Rate	# of Days	Total
First day (04/22/25)*	\$69	1	\$69
Full day (Apr)	\$92	3	\$276
Last day (04/26/25)*	\$69	1	\$69

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$414**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
SHERIFF	ERIC MARTINEZ, TODD TIPTON, AND MICHAEL NELSON

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
TYR Tactical Shield Presentation- Deputy Tipton

Destination: PEORIA, AZ	Departure: 2/26/25	Return: 2/28/25
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GSA RATE (Additional line provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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Request for out of state travel is for an honor recognition, all expenses paid (by TYR Tactical), recognition ceremony to honor Deputy Todd Tipton's shooting incident in the TYR Tactical "Saves" Program. Deputy Tipton and Personnel listed were requested by TYR Tactical Executives to highlight the ballistic shield utilized to save his life and his fellow team members who worked diligently to bring TYR Tactical products to Tarrant County.

TRAVEL EXPENDITURES					
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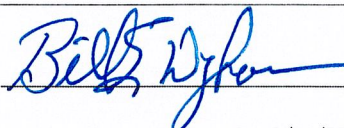
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	ERIC MARTINEZ	\$ 0.00	3	2/26/25 - 2/28/25	\$ 0.00
	TODD TIPTON	\$ 0.00	3	2/26/25 - 2/28/25	\$ 0.00
	MICHAEL NELSON	\$ 0.00	3	2/26/25 - 2/28/25	\$ 0.00
				-	

<b>Total Cost for Lodging for the Trip</b>	
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:		\$ 0.00
Other (specify):		\$ 0.00

<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>	\$ 0.00
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ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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Requested By: Eric Martinez Digitally signed by Eric Martinez Date: 2025.01.14 11:22:20 -06'00' Department Head/Elected Official: 

## Your search for Peoria, Arizona (Maricopa including Phoenix / Scottsdale)

Estimated per diem total: \$673 (Max lodging total + M&IE total)

### Lodging breakdown: February 26, 2025 - February 28, 2025

Date	Daily Rate	# of Nights	Total
February	\$229	2	\$458

Max lodging total: **\$458**

### Meals & incidental expenses breakdown: February 26, 2025 - February 28, 2025

Days, Month	Daily Rate	# of Days	Total
First day (02/26/25)*	\$64.50	1	\$64.50
Full day (Feb)	\$86	1	\$86
Last day (02/28/25)*	\$64.50	1	\$64.50

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$215**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Transportation Services	Joseph Jackson, Travis Rosenbaum

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
NACE - National Association of County Engineers

Destination: Chicago, Illinois	Departure: 4/13/25	Return: 4/18/25
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**GSA RATE (Additional line provided if travel occurs over a two-month period.)**

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 234.00	4/13/25 - 4/18/25
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**RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)**

NACE hosts an annual conference for county road and infrastructure professionals from across the country. Education on strategies for cost savings and operational efficiency, and enhancing the county engineer's knowledge of innovative practical solutions. Attendees will participate in a variety of traditional and interactive sessions, seminars, workshops, meet with vendors and network with other county engineers to promote field specific practices in order to optimize services and county and taxpayer resources.  
 (Hotel rates vary due to initial conference hotel being booked up, but still falls within GSA hotel rate.)

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Joseph Jackson	\$ 179.00	5	4/13/25 - 4/18/25	\$ 895.00
	Travis Rosenbaum	\$ 216.51	5	4/13/25 - 4/18/25	\$ 1,082.55
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<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,977.55</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$845.00 Delegate - All Access	\$ 1,690.00
Transportation:	Airfare, Round-trip for two employees	\$ 824.00
Other (specify):	Per Diem for two employees	\$ 828.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 5,319.55</b>

**ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)**

588261 Education / 26100-2025 Road & Bridge / 6840100000 Transportation

Requested By: Sarah VanTassel Department Head/Elected Official: 

## Your search for Chicago, Illinois (Cook / Lake including Chicago)

Estimated per diem total: \$1676 (Max lodging total + M&IE total)

### Lodging breakdown: April 13, 2025 - April 18, 2025

Date	Daily Rate	# of Nights	Total
April	\$234	5	\$1170

Max lodging total: **\$1170**

### Meals & incidental expenses breakdown: April 13, 2025 - April 18, 2025

Days, Month	Daily Rate	# of Days	Total
First day (04/13/25)*	\$69	1	\$69
Full day (Apr)	\$92	4	\$368
Last day (04/18/25)*	\$69	1	\$69

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$506**