



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 14

DATE: 6/17/2025

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

Commissioner, Precinct 3

2025 NACo Annual Conference & Exposition, July 10-14, 2025, Philadelphia, Pennsylvania, for Commissioner Matt Krause, and Ron Ford, \$3,640.00

The NACo Annual Conference will bring together county leaders across the nation to discuss federal policies impacting counties. The attendees will participate in workshops and general sessions to optimize county and taxpayer resources.

Elections Administration

Certified Elections Registration Administrator (CERA) Courses, July 12-17, 2025, Boise, Idaho, for Clinton Ludwig, \$3,147.98

The attendee will complete two (2) courses required for CERA certification.

Emergency Management

National Homeland Security Conference, August 25-28, 2025, Washington, D.C., for William Wessel and Esmeralda Sanchez, \$3,742.00

This conference provides attendees with best practices and emergency trends in homeland security and emergency management. The attendees will be provided with the opportunity to meet with officials to discuss current and future grant funding opportunities.

SUBMITTED BY: Administrator's Office

PREPARED BY: Desirae S. Arebalo
APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 6/17/2025 PAGE 2 OF 14

Medical Examiner

International Association of Coroners & Medical Examiners Annual Conference, July 19-24, 2025, Las Vegas, Nevada, for Kelsey Bacon and Robert Cain, \$4,081.00

This conference brings together medicolegal death investigators to network and share knowledge regarding operation of medicolegal death investigation system. The training will provide information and expertise required to conduct death scene investigations.

Precinct 1 Maintenance

Annual Public Works Expo, August 16-21, 2025, Chicago, Illinois, for Joe Trammel, \$3,024.00

The attendees will participate in technical and professional development workshops, and educational sessions to address current public works issues.

Sheriff's Office

47th Annual Convention of National Association of Police Organizations (NAPO), July 20-23, 2025, Phoenix, Arizona, for Wesley McDuffie, \$538.91

The attendee will learn from presentations made by prominent law enforcement figures on the latest developments in police policies and services.

* Note: Lodging, registration and airfare will be covered by the NAPO.

FISCAL IMPACT

Commissioner, Precinct 3

588261/10000-2025/6310100000 = \$3,640.00

Elections Administration

588261/T7300-2025/1420000000 = \$2,674.98

588261/10000-2025/1420000000 = \$473.00

Emergency Management

588291/M0040-2026/1122000000/grant-2004 = \$3,742.00

Medical Examiner

588261/10000-2025/2310100000 = \$4,081.00

Precinct 1 Maintenance

588261/26100-2025/6110300000 = \$3,024.00

Sheriff's Office

588261/10000-2025/2120910000 = \$538.91



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Commissioner Pct. 3		Commissioner Matt Krause, Ron Ford			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2025 National Association of Counties Annual Conference					
Destination: Philadelphia, PA		Departure: 7/10/25		Return: 7/14/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 187.00		7/10/25 - 7/14/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
Represent Tarrant County at the NACo Annual Conference where county elected and appointed officials from across the county focus on federal policy issues that impact counties and our residents. Attendees have the opportunity to engage in second-to-none policy and education sessions, interact with federal officials and participate in congressional briefings and meetings.					
Hotel is a host hotel.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Matt Krause	\$ 192.00	1	7/11/25 - 7/12/25	\$ 192.00
	Ron Ford	\$ 239.00	4	7/10/25 - 7/14/25	\$ 956.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$620 each				\$ 1,240.00
Transportation:					\$ 700.00
Other (specify):	Per Diem Total				\$ 552.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 3,640.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/10000-2025/6310100000					

Requested By: Ariana Raines

Department Head/Elected Official: Matt Krause

Your search for Philadelphia, Pennsylvania (Philadelphia including Philadelphia)

Estimated per diem total: \$1162 (Max lodging total + M&IE total)

Lodging breakdown: July 10, 2025 - July 14, 2025

Date Daily Rate # of Nights Total			
July	\$187	4	\$748

Max lodging total: **\$748**

Meals & incidental expenses breakdown: July 10, 2025 - July 14, 2025

Days, Month Daily Rate # of Days Total			
First day (07/10/25)*	\$69	1	\$69
Full day (Jul)	\$92	3	\$276
Last day (07/14/25)*	\$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)
ELECTIONS ADMINISTRATION	CLINTON LUDWIG

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)		
CERA Course 3 and 10		
Destination: BOISE, ID	Departure: 7/12/25	Return: 7/17/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 191.00	7/12/25 - 7/17/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)	
Lodging cost per night before taxes and fees is \$191.00. As an Elections Administrator, Clint is required to complete courses for CERA certification to gain further knowledge and better serve the citizens of Tarrant County.	

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Clinton Ludwig	\$ 215.83	5	7/12/25 - 7/17/25	\$ 1,079.15
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Total Cost for Lodging for the Trip					

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Course 3 & 10 (\$459*2)	\$ 918.00
Transportation:	Flight \$413 & Car Rental \$264.83	\$ 677.83
Other (specify):	Per Diem	\$ 473.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 3,147.98

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)	
Chapter 19 Fund: T7300-2025-588261-1420000000 \$2,674.98 General Fund: 1000-2025-588261-1420000000 \$473.00	

Requested By: Clint Ludwig Department Head/Elected Official: Clint Ludwig

Your search for Boise, Idaho (Ada including Boise)

Estimated per diem total: \$1428 (Max lodging total + M&IE total)

Lodging breakdown: July 12, 2025 - July 17, 2025

Date Daily Rate # of Nights Total

July \$191 5 \$955

Max lodging total: **\$955**

Meals & incidental expenses breakdown: July 12, 2025 - July 17, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/12/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	4	\$344
Last day (07/17/25)*	\$64.50	1	\$64.50

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

M&IE total: **\$473**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Emergency Management		William Wessel, Esmeralda Sanchez			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2025 National Homeland Security Conference					
Destination: Washington DC		Departure: 8/25/25		Return: 8/28/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
183		8/25/25 - 8/28/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The National Homeland Security Conference provides attendees with exceptional education and informative sessions on best practices and emergency trends in homeland security and emergency management. The conference brings together professionals in homeland security, law enforcement, fire and emergency management. This includes officials in federal agencies, nonprofit agencies, business owners, universities, and decision makers. This also provides opportunities to meet with officials to discuss current and future grant funding opportunities.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	William Wessel	\$183.00	3	8/25/25 - 8/28/25	\$549.00
	Esmeralda Sanchez	\$183.00	3	8/25/25 - 8/28/25	\$549.00
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Total Cost for Lodging for the Trip					\$1,098.00
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Per Person \$700.00				\$1,400.00
Transportation:	Per Person \$300.00				\$600.00
Other (specify):	Per Diem Per person				\$644.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$3,742.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588291/M0040-2026/1122000000/grant-2004					

Requested By: William Wessel Department Head/Elected Official: Tommy Stallings

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: \$871 (Max lodging total + M&IE total)

Lodging breakdown: August 25, 2025 - August 28, 2025

Date	Daily Rate	# of Nights	Total
August	\$183	3	\$549

Max lodging total: **\$549**

Meals & incidental expenses breakdown: August 25, 2025 - August 28, 2025

Days, Month	Daily Rate	# of Days	Total
First day (08/25/25)*	\$69	1	\$69
Full day (Aug)	\$92	2	\$184
Last day (08/28/25)*	\$69	1	\$69

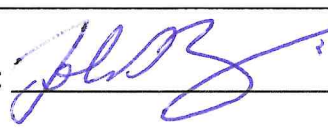
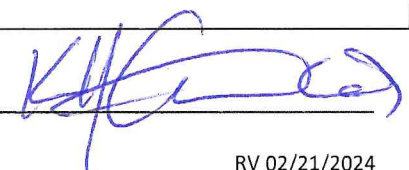
*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$322**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Medical Examiner		Kelsey Bacon & Robert Cain			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
2025 International Association of Coroners & Medical Examiners Annual Conference					
Destination: Las Vegas, NV		Departure: 7/19/25		Return: 7/24/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 126.00		7/19/25 - 7/24/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The Core Concepts of Medicolegal Death Investigations is designed for medicolegal death investigators, and is intended to familiarize them with the operation of medicolegal death investigation system, and the role of medicolegal death investigator. Topics presented will provide a mdeicolegal investigator a solid foundation. The training provided will give the attendee the basic information and expertise required to conduct death scene investigations as a medicolegal death investigator. Topics will cover basic investigative components and provides advanced training for those working in the field.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Kelsey Bacon	\$ 126.00	5	-	\$ 630.00
	Robert Cain	\$ 126.00	5	-	\$ 630.00
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Total Cost for Lodging for the Trip					\$ 1,260.00
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Core Concepts of Medicolegal Death Investigation Course				\$ 1,100.00
Transportation:	Round-trip flights				\$ 775.00
Other (specify):	Per Diem-First&Last Day \$64.50/ Full day \$86				\$ 946.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 4,081.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261 / 1000-2025/ 2310100000					

Requested By:  Department Head/Elected Official: 

Your search for Las Vegas, Nevada (Clark including Las Vegas)

Estimated per diem total: \$1103 (Max lodging total + M&IE total)

Lodging breakdown: July 19, 2025 - July 24, 2025

Date	Daily Rate	# of Nights	Total
July	\$126	5	\$630

Max lodging total: \$630

Meals & incidental expenses breakdown: July 19, 2025 - July 24, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/19/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	4	\$344
Last day (07/24/25)*	\$64.50	1	\$64.50

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

M&IE total: \$473



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Precinct 1 R&B		Joe Trammel			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Annual Public Works Expo (PWX)					
Destination: Chicago, IL		Departure: 8/16/25		Return: 8/21/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 202.00		8/16/25 - 8/21/25			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
During this conference, the participants will attend educational sessions that address current public works issues as well as technical and professional development workshops.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Joe Trammel	\$ 202.00	5	8/16/25 - 8/21/25	\$1,010.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 984.00
Transportation:	Flight and Uber from Hotel				\$ 680.00
Other (specify):	Meals				\$ 350.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$3,024.00
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/26100-2025/6110300000					

Requested By: Joe L. Trammel Department Head/Elected Official: [Signature]

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

Estimated per diem total: \$1516 (Max lodging total + M&IE total)

Lodging breakdown: August 16, 2025 - August 21, 2025

Date	Daily Rate	# of Nights	Total
August	\$202	5	\$1010

Max lodging total: **\$1010**

Meals & incidental expenses breakdown: August 16, 2025 - August 21, 2025

Days, Month	Daily Rate	# of Days	Total
First day (08/16/25)*	\$69	1	\$69
Full day (Aug)	\$92	4	\$368
Last day (08/21/25)*	\$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)			
Confinement		Wesley McDuffie			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
47th Annual Convention of the National Association of Police Organizations					
Destination: Phoenix, Arizona		Departure: 7/20/25		Return: 7/23/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
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.)					
The conference will educate me on how to better care for our employees.					
Registration, flights and lodging will be covered by the National Association of Police Organizations.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Wesley McDuffie	\$ 0.00	3	7/20/25 - 7/23/25	\$ 0.00
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Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 0.00
Transportation:	Rental car \$147.91+ Parking \$90.00				\$ 237.91
Other (specify):	Meal per diem				\$ 301.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 538.91
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261-10000-2025-2120910000					

Requested By: _____ Department Head/Elected Official: _____

Bill E. Wilson

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

Estimated per diem total: \$640 (Max lodging total + M&IE total)

Lodging breakdown: July 20, 2025 - July 23, 2025

Date	Daily Rate	# of Nights	Total
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July	\$113	3	\$339
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Max lodging total: **\$339**

Meals & incidental expenses breakdown: July 20, 2025 - July 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (07/20/25)*	\$64.50	1	\$64.50
Full day (Jul)	\$86	2	\$172
Last day (07/23/25)*	\$64.50	1	\$64.50

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

M&IE total: **\$301**