



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 15

DATE: 12/03/2024

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

Commissioner, Precinct 2

2025 NACo Legislative Conference, March 1-4, 2025, Washington, D.C., for Gerald Hodges and Tracy Scott, \$3,954.00

This conference will allow the attendees to network with local, state, and federal officials and participate in congressional briefings and meetings. The attendees will learn about federal policy issues that impact counties and our constituents and join policy and educational sessions.

Community Development

Corporation for Supportive Housing Summit 2025, April 22-26, 2025, Chicago, Illinois, for Janel Holt, \$2,511.96

This summit provides the attendee to gain knowledge and share up to date information necessary for continuum of cost-effective supportive housing for Tarrant County residents experiencing housing instability.

Medical Examiner

American Academy of Forensic Sciences (AAFS) 77th Annual Conference 2025, February 15-22, 2024, Baltimore, Maryland, for Dr. Robert Johnson, Jody Klann, Dr. Tasha Zemrus, Dr. Cristopher Rainwater, Dr. Christian Crowder, and Rufus Dill, \$13,688.00

The AAFS meeting provides an international perspective concerning medicolegal death investigation and up to date procedures and new trends for medical examiners and others in the forensic sciences. The attendees will participate in moderating scientific sessions, presenting scientific research, workshops, group discussions, and section meeting.

SUBMITTED BY:	Administrator’s Office	PREPARED BY: APPROVED BY:	Desirae S. Arebalo
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COMMISSIONERS COURT
COMMUNICATION

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Purchasing

NIGP 2025 Leadership Summit, February 19-22, 2025, Chicago, Illinois, for Melissa Lee, \$1,843.00

This conference provides leaders in procurement to network and gain knowledge to navigate challenges and achieve organizational goals.

Sheriff's Office

A. Federal Bureau of Investigation National Academy, December 11-12, 2024, Quantico, Virginia, for Randy Cundiff, \$858.09

Captain Cundiff is requesting to attend the graduation of his Lieutenant, who is attending the Federal Bureau of Investigation National Academy.

B. National Law Enforcement Firearms Instructors Rangemaster Development Training, February 9-13, 2024, Windsor, Colorado, for Michael Nelson, \$1,940.31

This development course is designed to educate lead firearms instructors, who are assigned as the Range master, on a variety of topics to ensure their firearms training programs and range facility are operating safely, reducing liability, and defensible in court.

FISCAL IMPACT

Commissioner, Precinct 2

588261/10000-2025/6210100000 = \$3,954.00

Community Development

588261/GRANT-2004/H0042-2026/IO#502336/
5520010510 = \$158.00

588261/GRANT-2004/H0071-2025/5520010700 = \$118.50

588261/GRANT-2004/H0501-2999/5520010610 = \$513.50

588291/GRANT-2004/H0042-2026/IO#502336/
5520010510 = \$344.39

588291/GRANT-2004/H0071-2025/5520010700 = \$258.29

588291/GRANT-2004/H0501-2999/5520010610 = \$1,119.27

Medical Examiner

588261/10000-2025/2310100000 = \$13,688.00

Purchasing

588261/10000-2025/1830100000 = \$1,843.00



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 12/03/2024 PAGE 3 OF 15

Sheriff's Office

A. 588261/10000-2025/2120910000 = \$858.09

B. 588261/10000-2025/2110110000 = \$1,890.31
524001/10000-2025/2110110000 = \$50.00



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Commissioner Pct 2	Gerald Hodges and Tracy Scott

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 NACO Legislative Conference

Destination: Washington, DC	Departure: 3/1/25	Return: 3/4/25
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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
\$ 276.00	3/1/25 - 3/4/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
Learn about federal policy issues that impact counties and our constituents. Attendees will have the opportunity to join policy and educational sessions, while also being able to network and interact with local, state and federal officials. This conference also allows attendees to participate in congressional briefings and meetings.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Gerald Hodges	\$ 275.00	3	3/1/25 - 3/4/25	\$ 825.00
	Tracy Scott	\$ 275.00	3	3/1/25 - 3/4/25	\$ 825.00
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Total Cost for Lodging for the Trip	\$ 1,650.00
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Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$530 each	\$ 1,060.00
Transportation:	\$300 each Flight	\$ 600.00
Other (specify):	\$322 each Per diem	\$ 644.00

TOTAL FOR ALL TRAVEL EXPENDITURES	\$ 3,954.00
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ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
10000-2025/588261/6210100000

Requested By: Lisbeth Maldonado
Digitally signed by Lisbeth Maldonado
Date: 2024.11.13 16:21:35 -06'00'

Department Head/Elected Official: Gerald Hodges
Digitally signed by Gerald Hodges
Date: 2024.11.13 16:17:13 -06'00'

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: \$1150 (Max lodging total + M&IE total)

Lodging breakdown: March 01, 2025 - March 04, 2025

Date	Daily Rate	# of Nights	Total
March	\$276	3	\$828

Max lodging total: **\$828**

Meals & incidental expenses breakdown: March 01, 2025 - March 04, 2025

Days, Month	Daily Rate	# of Days	Total
First day (03/01/25)*	\$69	1	\$69
Full day (Mar)	\$92	2	\$184
Last day (03/04/25)*	\$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)
Community Development	Janel Holt

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Corporation for Supportive Housing Summit 2025

Destination: Chicago, IL	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.)

GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 234.00	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.)

This summit provides an opportunity for Tarrant County staff to gain and share up to date information necessary for the continued cost-effective supportive housing for Tarrant County residents experiencing housing instability - including the working poor, veterans, families recovering from domestic violence, and those with disabilities or mental health challenges. The CSH Supportive Housing Summit is eligible to be covered by ESG, CoC, and CDBG grants funds. The attendee is request reimbursement at the GSA rate of \$234.00

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Janel Holt	\$ 234.00	4	4/22/25 - 4/26/25	\$ 936.00
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				-	
Total Cost for Lodging for the Trip					\$ 936.00

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$690 conference early-bird rate and \$100 pre-conference session	\$ 790.00
Transportation:	Airfare Est.	\$ 463.96
Other (specify):	GSA Per Diem (\$322)	\$ 322.00

TOTAL FOR ALL TRAVEL EXPENDITURES \$ 2,511.96

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

588261 H0042-2026 / IO# 502336 GRANT-2004 5520010510 \$158.00
 588261 H0071-2025 GRANT-2004 5520010700 \$118.50
 588261 H0501-2999 GRANT-2004 5520010610 \$513.50
 588291 H0042-2026 / IO# 502336 GRANT-2004 5520010510 \$344.39
 588291 H0071-2025 GRANT-2004 5520010700 \$258.29
 588291 H0501-2999 GRANT-2004 5520010610 \$1,119.27

Requested By: Janel Holt Digitally signed by Janel Holt
Data: 2024.10.25 12:08:15
+0500'

Department Head/Elected Official:

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

Estimated per diem total: \$1350 (Max lodging total + M&IE total)

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

Date	Daily Rate	# of Nights	Total
April	\$234	4	\$936

Max lodging total: **\$936**

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)
Medical Examiner	Dr. Robert Johnson, Jody Klann, Dr. Tasha Zemrus, Dr. Christopher Rainwater, Dr. Christian Crowder, Rufus Dill

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
American Academy of Forensic Sciences (AAFS) 77th Annual Conference 2025

Destination: Baltimore, Maryland	Departure: 2/15/25	Return: 2/22/25
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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
\$ 150.00	2/15/25 - 2/22/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

The annual AAFS conference provides an educational opportunity for physician medical examiners and others in the forensic sciences. It presents an international perspective concerning medico-legal death investigation and all aspects of forensic sciences that allow attendees to remain up to date on proper procedures and new trends. Employees in TCME Toxicology, Human Identification/Anthropology and Medical Examiners are all involved in moderating scientific sessions, presenting scientific research, attending workshops, group discussions, section meetings, and gain valuable credits toward licensing requirements.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Robert Johnson	\$ 150.00	6	2/15/25 - 2/21/25	\$ 900.00
	Jody Klann	\$ 150.00	3	2/18/25 - 2/21/25	\$ 450.00
	Tasha Zemrus	\$ 150.00	6	2/16/25 - 2/22/25	\$ 900.00
	Rainwater/Crowder	\$ 150.00	5	2/17/25 - 2/22/25	\$ 750.00
	Rufus Dill	\$ 150.00	3	2/18/25 - 2/20/25	\$ 450.00
Total Cost for Lodging for the Trip					\$ 3,750.00

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Registration / Workshop Costs	\$ 4,895.00
Transportation:	Plane travel est \$400 round trip	\$ 2,400.00
Other (specify):	GSA Per Diem: \$64.50 first/last day, \$86.00 full days	\$ 2,193.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 13,688.00

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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10000-2025 / 588261 / 2310100000

Requested By: Kelly L. Clark
Digitally signed by Kelly L. Clark
Date: 2024.10.31 11:32:44 -05'00'

Department Head/Elected Official: Kendall Von Crowns
Digitally signed by Kendall Von Crowns
Date: 2024.10.31 11:29:17 -05'00'

Your search for Baltimore, Maryland (Baltimore City including Baltimore City)

Estimated per diem total: \$1695 (Max lodging total + M&IE total)

Lodging breakdown: February 16, 2025 - February 23, 2025

Date	Daily Rate	# of Nights	Total
February	\$150	7	\$1050

Max lodging total: **\$1050**

Meals & incidental expenses breakdown: February 16, 2025 - February 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (02/16/25)*	\$64.50	1	\$64.50
Full day (Feb)	\$86	6	\$516
Last day (02/23/25)*	\$64.50	1	\$64.50

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

M&IE total: **\$645**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Purchasing	Melissa Lee

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
NIGP 2025 Leadership Summit

Destination: Chicago	Departure: 2/19/25	Return: 2/22/25
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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
\$ 142.00	2/19/25 - 2/22/25

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
 NIGP Leadership summit benefit leaders in procurement to be inovative help work through the challeges of the leading in an envirimnt that provides essitial services to all. The host total is only four dollars over the GSA rate.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Melissa Lee	\$ 146.00	3	2/19/25 - 2/22/25	\$ 438.00
				-	
				-	
				-	

Total Cost for Lodging for the Trip

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Early registration	\$ 850.00
Transportation:	Airfare	\$ 243.00
Other (specify):	Per Diem	\$ 312.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 1,843.00

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

588261/1830100000/10000-2025

Requested By: Melissa Lee Department Head/Elected Official: _____

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

Estimated per diem total: \$748 (Max lodging total + M&IE total)

Lodging breakdown: February 19, 2025 - February 22, 2025

Date	Daily Rate	# of Nights	Total
February	\$142	3	\$426

Max lodging total: **\$426**

Meals & incidental expenses breakdown: February 19, 2025 - February 22, 2025

Days, Month	Daily Rate	# of Days	Total
First day (02/19/25)*	\$69	1	\$69
Full day (Feb)	\$92	2	\$184
Last day (02/22/25)*	\$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)	
Tarrant County Sheriff's Office		Randy Cundiff	
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)			
Federal Bureau of Investigation National Academy			
Destination: Quantico,VA		Departure: 12/11/24	Return: 12/12/24

GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 110.00	-
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

Captain Cundiff would like to attend the graduation of his Lieutenant whom is attending the Federal Bureau of Investigation National Academy. Attending this graduation would support the Core Values of the Sheriff Department. One example is "Our team is our main concern".

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Randy Cundiff	\$ 110.00	1	12/11/24 - 12/12/24	\$ 125.73
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Total Cost for Lodging for the Trip					\$ 125.73

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$0.00	\$ 0.00
Transportation:	\$480.00(flight) \$90.36(car rental)	\$ 570.36
Other (specify):	\$102.00(meals & incidental) \$60.00(baggage)	\$ 162.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 858.09

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

588261-10000-2025-2120910000

Requested By: Randy Cundiff Department Head/Elected Official: Bell Wyke

Your search for quantico, Virginia (including Standard Rate)

Estimated per diem total: \$212 (Max lodging total + M&IE total)

Lodging breakdown: December 11, 2024 - December 12, 2024

Date	Daily Rate	# of Nights	Total
December	\$110	1	\$110

Max lodging total: **\$110**

Meals & incidental expenses breakdown: December 11, 2024 - December 12, 2024

Days, Month	Daily Rate	# of Days	Total
First day (12/11/24)*	\$51	1	\$51
Last day (12/12/24)*	\$51	1	\$51

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

M&IE total: **\$102**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Tarrant County Sheriff's Office	Michael Nelson

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
National Law Enforcement Firearms Instructors Rangemaster Development training

Destination: Windsor, Colorado	Departure: 2/9/25	Return: 2/13/25
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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
\$ 110.00	2/9/25 - 2/13/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)

This development course is designed to educate lead firearms instructors or supervisors, who are assigned as the Range master, on a variety of topics to ensure their firearms training programs and range facility are operating safely, reducing liability, and defensible in court. This is the most comprehensive Range master course available.

The per night lodging rate before taxes and fees is \$110.00.

TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Michael Nelson	\$ 121.38	4	2/9/25 - 2/13/25	\$ 485.54
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Total Cost for Lodging for the Trip					\$ 485.54

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 600.00
Transportation:	Airfare and rental car	\$ 438.77
Other (specify):	Per diem, baggage fees, membership fee	\$ 416.00
TOTAL FOR ALL TRAVEL EXPENDITURES		\$ 1,940.31

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588261-10000-2025-2110110000 \$1,890.31
 524001-10000-2025-2110110000 \$50.00

Requested By: Michael S. Nelson 2 Digitally signed by Michael S. Nelson 2 Date: 2024.11.06 12:56:08 -06'00' Department Head/Elected Official: 

Your search for Windsor, Colorado 80550 (including Standard Rate)

Estimated per diem total: \$746 (Max lodging total + M&IE total)

Lodging breakdown: February 09, 2025 - February 13, 2025

Date	Daily Rate	# of Nights	Total
February	\$110	4	\$440

Max lodging total: **\$440**

Meals & incidental expenses breakdown: February 09, 2025 - February 13, 2025

Days, Month	Daily Rate	# of Days	Total
First day (02/09/25)*	\$51	1	\$51
Full day (Feb)	\$68	3	\$204
Last day (02/13/25)*	\$51	1	\$51

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

M&IE total: **\$306**