



COMMISSIONERS COURT  
COMMUNICATION

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

PAGE 1 OF 15

DATE: 5/06/2025

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**

**432<sup>nd</sup> District Court**

**Stenograph Signature Event, June 20-22, 2025, Chicago, Illinois, for Angelica Taylor, \$1,016.00**

The attendee will participate in training to enhance skills in using Case Catalyst software, which is critical for editing transcripts, readback, and real-time reporting used during jury deliberations. The training will count towards state-required continuing education hours.

**County Judge**

**2025 National Police Week, May 12-14, 2025, Washington, D.C., for Judge Tim O’Hare, \$1,467.68**

The National Association of Police Organization (NAPO) TOP COPS Awards ceremony pays tribute to outstanding law enforcement officers across the country for actions above and beyond the call of duty.

**Community Development**

**50<sup>th</sup> National Association for County Community and Economic Development (NACCED) Annual Educational Conference, September 8-11, 2025, Mesa, Arizona, for Susan Au, \$1,332.00**

This conference provides the opportunity to network with community development professionals from across the nation, to share and gain knowledge to improve communities and economies. The attendee will gain knowledge on building safe, affordable housing and creating thriving neighborhoods, all while ensuring compliance with federal regulatory requirements.

SUBMITTED BY: Administrator’s Office

PREPARED BY: Desirae S. Arebalo  
APPROVED BY:



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 5/06/2025 PAGE 2 OF 15

## Sheriff's Office

**A. 2025 National Police Week, May 11-15, 2025, Washington, D.C., for Erick Campbell, \$1,909.55**

The Tarrant County Sheriff's Office (TCSO) Honor Guard participates each year and represents Tarrant County at the State and National Law Enforcement Wall. The National Association of Police Organization (NAPO) TOP COPS Awards ceremony pays tribute to outstanding law enforcement officers across the country for actions above and beyond the call of duty. TCSO Deputies will be recognized for their actions of bravery and courage with an Honorable Mention at the event.

**B. Public Safety High Risk Event Training, May 21-23, 2025, Gulf Port, Mississippi, for Derek Grant, Eric Martinez, Cameron King, Jordan Norkett, and Christopher Godby, \$3,808.36**

The attendees will participate in specialized training exercises to promote efficient operations during high-risk events. The conference supports professional development by increasing awareness of effective, best-in-class strategies and practices.

**C. International Association of Human Trafficking Investigators Annual Conference, September 2-5, 2025, Clearwater, Florida, for Chris Jarvis, and Rodney Thompson, \$3,912.67**

This conference provides the most up-to-date human trafficking investigative techniques and technology. The training will enhance the investigator's abilities to identify victims, charge traffickers, and prepare criminal cases for prosecution.



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 5/06/2025 PAGE 3 OF 15

## **FISCAL IMPACT**

<b>432<sup>nd</sup> District Court</b>	588261/10000-2025/4124900000 = \$1,016.00
<b>County Judge</b>	588291/10000-2025/1110100000 = \$1,467.68
<b>Community Development</b>	502336/H0042-2026/5520010100 = \$1,332.00
<b>Sheriff's Office</b>	A. 588291/S9600-2025/2110710000 = \$1,909.55
	B. 588261/10000-2025/2110010000 = \$976.36
	588261/10000-2025/2110420000 = \$1,416.00
	588261/10000-2025/2110520000 = \$708.00
	588261/10000-2025/2110210000 = \$708.00
	C. 588261/Grant-2004/L0019-2025/2110430000 = \$3,912.67



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (if applicable, list additional names)			
432nd District Court		Angelica Taylor			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
Stenograph Signature Event					
Destination: Chicago, Illinois		Departure: 6/20/25		Return: 6/22/25	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 234.00		6/20/25		- 6/22/25	
				-	
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>The attendee will participate in training to enhance skills in using Case Catalyst software, which is critical for editing transcripts, readback, and real-time reporting used during trial and during jury deliberations. The transcripts will be accessed by the Court of Appeals and the Court of Criminal Appeals. Also, the attendee will be receiving training on her court reporting machine. The training will count towards state-required continuing education hours.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Angelica Taylor	\$ 149.00	2	6/20/25 - 6/22/25	\$298.00
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<b>Total Cost for Lodging for the Trip</b>					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Event Registration				\$ 195.00
Transportation:	Airfare				\$ 298.00
Other (specify):	Meal Per Diem				\$ 225.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>					<b>\$1,016.00</b>
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/10000-2025/4124900000					

Requested By: Angelica Taylor Department Head/Elected Official: Rubem Gonzalez Jr.  
 RV 02/21/2024

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

Estimated per diem total: \$698 (Max lodging total + M&IE total)

## Lodging breakdown: June 20, 2025 - June 22, 2025

### Date Daily Rate # of Nights Total

June	\$234	2	\$468
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Max lodging total: **\$468**

## Meals & incidental expenses breakdown: June 20, 2025 - June 22, 2025

### Days, Month Daily Rate # of Days Total

First day (06/20/25)*	\$69	1	\$69
Full day (Jun)	\$92	1	\$92
Last day (06/22/25)*	\$69	1	\$69

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

M&IE total: **\$230**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
County Judge	Tim O'Hare

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
2025 National Police Week

Destination: Washington, DC	Departure: 5/12/25	Return: 5/14/25
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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
\$ 276.00	5/12/25 - 5/14/25
	-

RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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Tarrant County is dedicated to honoring the service and sacrifice to the law enforcement officers and providing support to their families and colleagues. The NAPO TOP COPS Awards ceremony pays tribute to outstanding law enforcement officers across the country for action above and beyond the call of duty.

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	Tim O'Hare	\$ 237.70	2	5/12/25 - 5/14/25	\$ 457.40
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<b>Total Cost for Lodging for the Trip</b>					<b>\$ 457.40</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	\$160.00	\$ 160.00
Transportation:	Flight: \$620.28	\$ 620.28
Other (specify):	Meals: \$230	\$ 230.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,467.68</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588291 10000-2025 1110100000 - \$1,467.68

Requested By: Teresa Roberts Department Head/Elected Official: Tim O'Hare

**Your search for 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: \$782 (Max lodging total + M&IE total)

**Lodging breakdown: May 12, 2025 - May 14, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
May	\$276	2	\$552

Max lodging total: \$552

**Meals & incidental expenses breakdown: May 12, 2025 - May 14, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (05/12/25)*	\$69	1	\$69
Full day (May)	\$92	1	\$92
Last day (05/14/25)*	\$69	1	\$69

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

M&IE total: \$230



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Community Development	Susan Au

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
50th NACCED Annual Educational Conference and Training

Destination: Mesa, AZ (Maricopa County)	Departure: 9/8/25	Return: 9/11/25
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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
\$ 160.00	9/8/25 - 9/11/25
	-

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

This conference provides an opportunity for Tarrant County staff to gain and share up to date information with local government community development professionals from across the country. Connected by funding source (U.S. Department of Housing and Urban Development (HUD)), education, resources, and peer support is provided to further the work of improving communities and economies, building safe and affordable housing, and creating thriving neighborhoods within federal regulatory requirements. The Annual Education Conference and Training is eligible to be covered by CDBG grant funds.

**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Susan Au	\$ 149.00	3	9/8/25 - 9/11/25	\$ 447.00
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**Total Cost for Lodging for the Trip**

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Conference Registration - 1 complimentary	\$ 0.00
Transportation:	Air fare estimate	\$ 520.00
Other (specify):	GSA Per Diem (\$301) and Lodging Taxes (\$64)	\$ 365.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,332.00</b>

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

502336 H0042-2026 5520010100 = \$1,332

Requested By: Susan Au Digitally signed by Susan Au  
Date: 2025.04.21 12:37:37  
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Department Head/Elected Official: *Jan A. McLinton* 4-22-25

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

Estimated per diem total: \$781 (Max lodging total + M&IE total)

## Lodging breakdown: September 08, 2025 - September 11, 2025

Date	Daily Rate	# of Nights	Total
September	\$160	3	\$480

Max lodging total: **\$480**

## Meals & incidental expenses breakdown: September 08, 2025 - September 11, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/08/25)*	\$64.50	1	\$64.50
Full day (Sep)	\$86	2	\$172
Last day (09/11/25)*	\$64.50	1	\$64.50

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

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



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (if applicable, list additional names)	
Tarrant County Sheriff's Office		Erick Campbell	
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)			
2025 National Police Week			
Destination: Washington,DC		Departure: 5/11/25	Return: 5/15/25

GSA RATE (Additional line provided if travel occurs over a two-month period.)	
GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 276.00	5/11/25 - 5/15/25

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

The Tarrant County Sheriff's Office is dedicated to honoring the service and sacrifice of law enforcement officers and providing support to their families and colleagues. It is our privilege to bestow our service to those who have provided the same support to us in our times of need. The NAPO TOP COPS Awards ceremony pays tribute to outstanding law enforcement officers across the country for actions above and beyond the call of duty. While no agency wants to experience the harrowing events that create the need for this recognition, it is a high honor to be included. Tarrant County Sheriff's Office Deputies who put their lives on the line in August 2024 will be recognized for their actions of bravery and courage with an Honorable Mention at the event.

TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Erick Campbell	\$ 237.70	4	5/11/25 - 5/15/25	\$ 950.80
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				-	
				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 950.80</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	00.00	\$ 0.00
Transportation:	Flight \$502.75	\$ 502.75
Other (specify):	Meals \$376.00 Luggage \$80.00	\$ 456.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 1,909.55</b>

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

588291-S9600-2025-2110710000 \$1,909.55

Requested By: E. Campbell Department Head/Elected Official: Bullington

**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: \$1518 (Max lodging total + M&IE total)

**Lodging breakdown: May 11, 2025 - May 15, 2025**

<b>Date</b>	<b>Daily Rate</b>	<b># of Nights</b>	<b>Total</b>
May	\$276	4	\$1104

Max lodging total: \$1104

**Meals & incidental expenses breakdown: May 11, 2025 - May 15, 2025**

<b>Days, Month</b>	<b>Daily Rate</b>	<b># of Days</b>	<b>Total</b>
First day (05/11/25)*	\$69	1	\$69
Full day (May)	\$92	3	\$276
Last day (05/15/25)*	\$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)
Tarrant County Sheriff Office	Derek Grant, Eric Martinez, Cameron King, Jordan Norkett, Christopher Godby

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
Public Safety High Risk Event Training

Destination: Gulf Port, MS	Departure: 5/21/25	Return: 5/23/25
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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	5/21/25 - 5/23/25
	-

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

TCSO personnel has been invited to attend specialized training exercises to promote efficient operations during high-risk events. The goal is to support professional development by increasing awareness of effective, best-in-class strategies and practices. Cost to TCSO is limited to travel and per diem only.


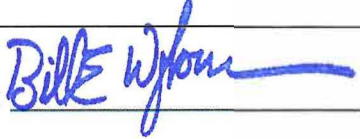
**TRAVEL EXPENDITURES**

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Derek Grant	\$ 110.00	3	5/21/25 - 5/23/25	\$ 220.00
	Eric Martinez	\$ 110.00	3	5/21/25 - 5/23/25	\$ 220.00
	Cameron King	\$ 110.00	3	5/21/25 - 5/23/25	\$ 220.00
	Jordan Norkett	\$ 110.00	3	5/21/25 - 5/23/25	\$ 220.00
	Christopher Godby	\$ 110.00	3	5/21/25 - 5/23/25	\$ 220.00
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,100.00</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:		\$ 0.00
Transportation:	Airfare / rent a car	\$ 1,858.36
Other (specify):	Food / Meals	\$ 850.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$3,808.36</b>

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

Grant - 588261-10000-2025-2110010000 = \$976.36  
 Martinez - 588261-10000-2025-2110420000 = \$708.00  
 King - 588261-10000-2025-2110420000 = \$708.00  
 Norkett - 588261-10000-2025-2110520000 = \$708.00  
 Godby - 588261-10000-2025-2110210000 = \$708.00

Requested By:  Department Head/Elected Official: 

# Your search for gulfport, Mississippi ( including Standard Rate)

Estimated per diem total: \$390 (Max lodging total + M&IE total)

## Lodging breakdown: May 21, 2025 - May 23, 2025

Date	Daily Rate	# of Nights	Total
May	\$110	2	\$220

Max lodging total: **\$220**

## Meals & incidental expenses breakdown: May 21, 2025 - May 23, 2025

Days, Month	Daily Rate	# of Days	Total
First day (05/21/25)*	\$51	1	\$51
Full day (May)	\$68	1	\$68
Last day (05/23/25)*	\$51	1	\$51

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

M&IE total: **\$170**



# TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT	NAME (If applicable, list additional names)
Sheriff's Office	Chris Jarvis, Rodney Thompson

CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)
International Association of Human Trafficking Investigators Annual Conference

Destination: Clearwater, FL.	Departure: 9/2/25	Return: 9/5/25
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GSA RATE (Additional was provided if travel occurs over a two-month period.)
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GSA Lodging Rate	Date Range for GSA Lodging Rate
\$ 148.00	9/2/25 - 9/5/25
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RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)
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The International Association of Human Trafficking Investigators Annual Conference provides real-world, actionable training that investigators, prosecutors, and victim service providers can immediately apply in the field. This conference enhances the skills of investigators dedicated to combatting human trafficking.

The per night lodging rate before taxes and fees is \$148.00.

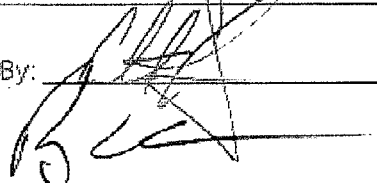
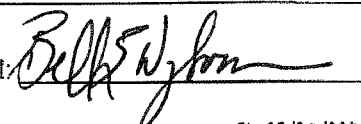
### TRAVEL EXPENDITURES

Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Chris Jarvis	\$167.24	3	9/2/25 - 9/5/25	\$ 501.72
	Rodney Thompson	\$167.24	3	9/2/25 - 9/5/25	\$501.72
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				-	
<b>Total Cost for Lodging for the Trip</b>					<b>\$ 1,003.44</b>

Category:	Additional Details (ex: if the cost per attendee differs.)	Total Cost:
Registration:	Registration fees 599.00 x 2	\$ 1,198.00
Transportation:	\$682/ American Airlines \$134.23/ Hertz Rental Car \$100/fuel	\$916.23
Other (specify):	\$560/ Meal & Incidentals \$160/ baggage \$75/parking	\$ 795.00
<b>TOTAL FOR ALL TRAVEL EXPENDITURES</b>		<b>\$ 3,912.67</b>

ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)
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588261-Grant L0019- 2025 - 2110430000 \$3,912.67

Requested By:  Department Head/Elected Official: 

RV 02/21/2024

# Your search for Clearwater, Florida (Pinellas / Hillsborough including Tampa / St. Petersburg)

Estimated per diem total: \$724 (Max lodging total + M&IE total)

## Lodging breakdown: September 02, 2025 - September 05, 2025

Date	Daily Rate	# of Nights	Total
September	\$148	3	\$444

Max lodging total: \$444

## Meals & incidental expenses breakdown: September 02, 2025 - September 05, 2025

Days, Month	Daily Rate	# of Days	Total
First day (09/02/25)*	\$60	1	\$60
Full day (Sep)	\$80	2	\$160
Last day (09/05/25)*	\$60	1	\$60

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

M&IE total: \$280