



TARRANT COUNTY COMMISSIONERS COURT

G. K. MAENIUS
COUNTY ADMINISTRATOR

April 28, 2022

To: Commissioners Court

Re: Within Region Lodging

Due to the ice storm in the DFW area on February 2-4, 2022, two (2) employees from the County Administrator's Office stayed in a downtown hotel in order to be on-site to coordinate county operations and facilitate the compilation and posting of the Commissioner Court Agenda.

To avoid unsafe road conditions caused by inclement weather, it is requested the Court approve an exception to the travel policy for within region overnight lodging for the County Administrator's Office.

Thank you for your consideration,

G.K. Maenius
County Administrator



Tarrant County Within Region Travel Request

Department: County Administrator's Office	Name: Lisa McMillan <small>**if applicable, list additional names below.</small>										
Conference/Seminar Name: Ice Storm											
Destination: Fort Worth, Texas	Dates: Departure: 2-2-2022 Return: 2-4-2022										
Project Expenditures: <table border="1" style="width: 100%; margin-top: 5px; border-collapse: collapse;"> <tr> <td style="width: 60%;">Transportation:</td> <td style="width: 40%;">\$</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ \$788.92</td> </tr> <tr> <td>Registration:</td> <td>\$</td> </tr> <tr> <td>Other (specify):</td> <td>\$ 138.56</td> </tr> <tr> <td>Total:</td> <td>\$ \$927.48</td> </tr> </table>	Transportation:	\$	Hotel/Motel:	\$ \$788.92	Registration:	\$	Other (specify):	\$ 138.56	Total:	\$ \$927.48	Rationale: Due to the ice storm in the DFW area February 2-4, 2022, employees stayed downtown Ft. Worth to be on-site to coordinate county operations and facilitate the compilation and posting of the Commissioner Court Agenda.
Transportation:	\$										
Hotel/Motel:	\$ \$788.92										
Registration:	\$										
Other (specify):	\$ 138.56										
Total:	\$ \$927.48										
**Additional Person(s): Teresa Ralls	Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(List Department, Line Item and amount)</small> <table border="1" style="width: 100%; margin-top: 5px; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Commitment #</th> <th style="width: 33%;">Fund #</th> <th style="width: 33%;">Cost Center#</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">588291</td> <td style="text-align: center;">10000-2022</td> <td style="text-align: center;">1120100000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588291	10000-2022	1120100000				
Commitment #	Fund #	Cost Center#									
588291	10000-2022	1120100000									

<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"><i>Teresa Ralls</i></div> <div style="width: 15%; text-align: center;">Date</div> </div>	Court Order No:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"><i>Lisa McMillan</i></div> <div style="width: 15%; text-align: center;">Date</div> </div>	Date:	

This form is to be used for all within region trips requiring advance approval by the Commissioner's Court. Please submit this form as far in advance as possible. This form must be submitted to the Administrator's Office no later than 12:00 noon on Wednesday for inclusion on the following week's Commissioner's Court agenda.



TARRANT COUNTY
DEPARTMENT OF FACILITIES MANAGEMENT

MARVIN I. REYES
DIRECTOR

February 18, 2022

To: Commissioner's Court
From: Facilities Management Director, Marvin I. Reyes
Re: Winter Storm

We are requesting that two of our employees, travel expenses be reimbursed for their hotel stay during our recent Winter Storm February 3-4, 2022.

Due to the inclement weather in our area on those days, the road conditions were unsafe for travel. Two of our employees stayed downtown during this time span. The purpose of their stay was to make sure they were available for any building emergencies that could occur.

Thank you for your consideration,



Director, Marvin I. Reyes

Tarrant County Facilities Management



Tarrant County Within Region Travel Request

Department: Facilities Management	Name: Jason Hewitt <small>**if applicable, list additional names below.</small>										
Conference/Seminar Name: DFW Snowstorm											
Destination: Downtown Fort Worth	Dates: Departure: Feb. 2, 2022 Return: Feb. 4, 2022										
Project Expenditures: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 70%;">Transportation:</td> <td style="width: 30%;">\$</td> </tr> <tr> <td>Hotel/Motel:</td> <td>\$ 721.90</td> </tr> <tr> <td>Registration:</td> <td>\$</td> </tr> <tr> <td>Other (specify):</td> <td>\$ 170.00</td> </tr> <tr> <td>Total:</td> <td>\$ 891.90</td> </tr> </table>	Transportation:	\$	Hotel/Motel:	\$ 721.90	Registration:	\$	Other (specify):	\$ 170.00	Total:	\$ 891.90	Rationale: Jason and Chad stayed downtown during the duration of the snowstorm in order to be accessible for any building emergency that might occur.
Transportation:	\$										
Hotel/Motel:	\$ 721.90										
Registration:	\$										
Other (specify):	\$ 170.00										
Total:	\$ 891.90										
**Additional Person(s): Chad Raines	Funds Available in Department Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(List Department, Line Item and amount)</small> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">Commitment #</th> <th style="width: 33%;">Fund #</th> <th style="width: 33%;">Cost Center#</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">588291</td> <td style="text-align: center;">100000-2021</td> <td style="text-align: center;">1860100000</td> </tr> </tbody> </table>	Commitment #	Fund #	Cost Center#	588291	100000-2021	1860100000				
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588291	100000-2021	1860100000									

Employee Signature	3/2/22 Date	Court Order No:	<input type="checkbox"/> Approved
Supervisor/Department Head Signature	23 FEB 24/22 Date	Date:	<input type="checkbox"/> Disapproved

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