



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 3

DATE: 12/13/2022

SUBJECT: **APPROVAL OF AN EXCEPTION TO THE TRAVEL POLICY FOR
WITHIN REGION TRAVEL - JUSTICE OF THE PEACE, PRECINCT
1**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve an exception to the County's Travel Policy for a Within Region Travel Request for Justice of the Peace, Precinct 1.

BACKGROUND

Three clerks from Justice of the Peace, Precinct 1 will attend the Texas Justice Court Training Center Experienced Court Personnel Seminar on April 04-06, 2023 in Denton, Texas.

In order to avoid heavy traffic each morning and evening, Judge Ralph Swearingin is requesting that the Court approve an exception to the travel policy, allowing within region overnight lodging.

FISCAL IMPACT

The total cost for lodging is \$330.00. Funds are available in account 588261/10000-2023/4410100000.

SUBMITTED BY: Administrator's Office

PREPARED BY: Miriam Garza
APPROVED BY:



TARRANT COUNTY

100 W. WEATHERFORD ST RM 450
FORT WORTH, TEXAS 76196-0242
817-884-1395

JUDGE RALPH SWEARINGIN JR.
JUSTICE COURT, PRECINCT 1

DAISY ESPINOZA
JUSTICE COURT, MANAGER

November 10, 2022

TO: Commissioner's Court

From: Judge Ralph Swearingin Jr.
Justice Court, Precinct 1

RE: In Region Lodging

I am requesting that my Clerks, Heather Graves, Fabiola Villegas and Nanthakone Ortiz be allowed to stay at the Embassy Suites, in Denton for their annual Justice Court training seminar. They will be staying at the hotel April 4, 2023 and April 5, 2023. Their seminar ends at noon April 6, 2023.

I am requesting this In Region Lodging to prevent these Clerks from driving to and from Denton in heavy traffic each morning and evening. In addition, it is more cost effective to the County for these Clerks to make one round trip drive to the hotel than for them to make three round trips to the hotel. Thank you for your consideration.

Respectfully,

Ralph Swearingin Jr.
Justice of the Peace, Pct. 1
Tarrant County, Texas





Tarrant County Within Region Travel Request

Department: Justice Court, Precinct 1	Name: Heather Graves **if applicable, list additional names below.										
Conference/Seminar Name: Texas Justice Court Training Center-FY23 Experience Court Personnel Seminar											
Destination: 35.6 miles one way trip Denton Texas	Dates: Departure: 04/04/2023 Return: 04/06/2023										
Project Expenditures: <table border="1"><tr><td>Transportation: Approximate</td><td>\$ 44.50 (each)</td></tr><tr><td>Hotel/Motel:</td><td>\$ 110.00 (each)</td></tr><tr><td>Registration:</td><td>\$ 150.00 (each)</td></tr><tr><td>Other (specify): Food</td><td>\$ 120.00 (each)</td></tr><tr><td>Total:</td><td>\$ 1,273.50</td></tr></table>	Transportation: Approximate	\$ 44.50 (each)	Hotel/Motel:	\$ 110.00 (each)	Registration:	\$ 150.00 (each)	Other (specify): Food	\$ 120.00 (each)	Total:	\$ 1,273.50	Rationale: This is a mandatory school for all Justice Court Clerks. I am requesting this to avoid morning and evening traffic. In addition, the cost of for the hotel stay and one round trip will be more cost effective than the cost of four round trips each day for class.
Transportation: Approximate	\$ 44.50 (each)										
Hotel/Motel:	\$ 110.00 (each)										
Registration:	\$ 150.00 (each)										
Other (specify): Food	\$ 120.00 (each)										
Total:	\$ 1,273.50										
**Additional Person(s): Fabiola Villegas and Nanthakone Ortiz	Funds Available in Department Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (List Department, Line Item and amount) <table border="1"><thead><tr><th>Commitment #</th><th>Fund #</th><th>Cost Center#</th></tr></thead><tbody><tr><td>588261</td><td>10000-2023</td><td>4410100000</td></tr></tbody></table>	Commitment #	Fund #	Cost Center#	588261	10000-2023	4410100000				
Commitment #	Fund #	Cost Center#									
588261	10000-2023	4410100000									

<i>Nanthakone Ortiz</i> #57 <i>[Signature]</i> Employee Signature Date: 11/10/22		Court Order No: Date: <div><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</div>
<i>[Signature]</i> Supervisor/Department Head Signature Date: 11/10/22		

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.

