COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 144754

DATE: 2/19/2025

SUBJECT: **CONSIDERATION OF A REQUEST TO USE THE SUBCOURTHOUSE IN ARLINGTON FOR THE PRECINCT 2 TOWN HALL MEETING ON FEBRUARY 27, 2025**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a request to use the Subcourthouse in Arlington for the Precinct 2 Town Hall Meeting on February 27, 2025.

BACKGROUND

The Town Hall Meeting is scheduled on February 27, 2025, from 6:00 to 7:00 pm in the First Floor Conference Room.

The Constables Office has agreed to provide security during the non-business hours for this meeting.

The Commissioner's Office is requesting to waive all usage fees.

FISCAL IMPACT

The estimated fiscal impact based on salary average overtime rates for Facilities Management and the Constables Office will be approximately $216.24

Salary cost will be charged to the following accounts:

$ 71.94 – Facilities Management account	3110225000/10000-2025/510000
$144.30 – Constables Office account	2220100000/10000-2025/510000

SUBMITTED BY	Facilities Management	PREPARED BY:	Frank Lopez
		APPROVED BY:	Michael Amador

Salary Costs Related to After Hours Facilities Usage for Precint 2 Town Hall Meeting								
Title	**# of Employees**	**Event Length (Hrs)**	**Total Staff Hours**	**Avg Hourly Rate**	**OT Rate**	**FICA**	**Retirement**	**Total Cost**
Building Svcs Technician II	1	2	2	0	35.97	0.00	0.00	**71.94**
Constable Deputy	1	2	2	0	72.15	0.00	0.00	**144.30**
			0		0.00	0.00	0.00	**-**
							TOTAL	**216.24**

Assumptions

Conference Room in use for 2 hours from 6-7pm.

Total Security Hours: 2

TARRANT COUNTY FACILITIES MANAGEMENT
PROPERTY USE APPLICATION

PLEASE COMPLETE ALL SECTIONS.

Location requested: Arlington Subcourthouse Community Room

Event Date(s): Thursday, February 27, 2025

Time of event: Tarrant County Townhall

Description of event (if more than three lines, please provide an attachment):
Tarrant County Small Business Success Townhall hosted by Commissioner Precint 2 with panelists from county staff and business

✓ Electricity required

✓ Set up equipment (tables/chairs/podium/speakers, etc.) requested from County

Contact Person: Tracy Scott

Address: 700 E Abram #304 City: Arlington State: TX Zip: 76010

Cell phone number: 713-922-0955 Email: tyscott@tarrantcountytx.gov

Name of Organization: Tarrant County

✓ Non-Profit ____ For-Profit

Primary contact person: Tracy Scott

Address: 700 E Abram # 304 City: Arlington State: TX Zip: 76010

Business phone number: 817-248-1099 Email: tyscott@tarrantcountytx.gov

Event on-site contact person & cell phone number: Tracy Scott 713-922-0955

Applicant's signature: GJ Rivas

Applicant's printed name: Gabriel Rivas

Date: 19 Feb 25