



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144754
PAGE 1 OF 3
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 Subcarthase 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 Precinct 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: ty.scott@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: 817-248-6099 Email: ty.scott@tarrantcountytx.gov
Event on-site contact person & cell phone number: Tracy Scott 713-922-0955

Applicant's signature: [Signature]

Applicant's printed name: Gabriel Ribas

Date: 19 Feb 25