



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER \_\_\_\_\_

PAGE 1 OF 4

DATE: 10/1/2024

**SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH  
THE CITY OF SOUTHLAKE TO UTILIZE COUNTY OFFICE SPACE  
LOCATED AT THE SOUTHLAKE TOWN HALL**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider a Memorandum of Understanding (MOU) with the City of Southlake to utilize County office space located at the Southlake Town Hall until September 30, 2026.

**BACKGROUND**

The County currently has an unused office suite in Southlake Town Hall located on the third floor. The County currently does not have an identified need for the space.

The City of Southlake has requested to continue to use the County's 1,339 square feet of office space located on the third floor of the Southlake Town Hall. The City has leased this office space from Tarrant County temporarily since January 2017.

With approval, the City of Southlake will continue to use the County's 1,339 square feet of office space. In addition, the City of Southlake will be responsible for returning the office space to Tarrant County in its original condition. The term of this MOU is from October 1, 2024 through September 30, 2026. This MOU may be extended in two (2) year increments beyond 2026 or amended upon written request of either party.

The Criminal District Attorney's Office has approved this MOU as to form.

**FISCAL IMPACT**

In return for allowing the City of Southlake to use the office space, the County's portion of the building's expenses will be reduced from twenty-five percent (25%) to twenty percent (20%,) resulting in a reduction in costs to the County of approximately \$36,000.00 over the twenty-three (23) months.

SUBMITTED BY	Facilities Management	PREPARED BY:	Misty Foster
		APPROVED BY:	Michael Amador

33

CO# 143984



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**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider a Memorandum of Understanding (MOU) with the City of Southlake to utilize County office space located at the Southlake Town Hall until February 28, 2026.

**BACKGROUND**

The County currently has an unused office suite in Southlake Town Hall located on the third floor. The County currently does not have an identified need for the space.

The City of Southlake has requested to continue to use the County's 1,339 square feet of office space located on the third floor of the Southlake Town Hall. The City has leased this office space from Tarrant County temporarily since January 2017.

With approval, the City of Southlake will continue to use the County's 1,339 square feet of office space. In addition, the City of Southlake will be responsible for returning the office space to Tarrant County in its original condition. The term of this MOU is from October 1, 2024 through September 30, 2026. This MOU may be extended in two (2) year increments beyond 2026 or amended upon written request of either party.

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SUBMITTED BY	Facilities Management	PREPARED BY:	Misty Foster
		APPROVED BY:	Michael Amador



**MEMORANDUM OF UNDERSTANDING BETWEEN  
TARRANT COUNTY  
AND  
THE CITY OF SOUTHLAKE**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Tarrant County, hereinafter referred to as the County, and the City of Southlake, hereinafter referred to as the City.

**1. PURPOSE:**

The City would like to continue using County office space on the 3<sup>rd</sup> floor of Town Hall that has been leased from the County temporarily since January 2017.

**2. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

The City needs to relocate the IT department from other City facilities to Town Hall and currently does not have an office space large enough to do so. Since the County space was outfitted with cubicles with the previous MOU allowing temporary use for the Communications Office the City requests continual use of the office suite going forward. It is anticipated that the City will build a new library in the future and will relocate library staff then, which will free up Town Hall office space for the IT department.

The County currently has an unused office suite in Town Hall located on the third floor. At the moment there is not an identified County need for that space.

**3. SCOPE:**

- Since the opening of Town Hall, the County has been billed 25% of all Town Hall utility and maintenance expenses. Under the MOU allowing the City use of the 3<sup>rd</sup>-floor office suite starting in 2017, the billing percentage expense was decreased to 20% while the City utilized the County's office suite.
- The 20% billing percentage rate will be carried forward in this new MOU.
- When the City vacates the office suite and notifies the County of the discontinued use of the space then the billing percentage will go back to the previously agreed upon 25% rate.
- The City will also be responsible for returning the office space to the County in its original condition.

**4. CONTRACTING PERIOD:**

This MOU is effective October 01, 2024, and shall remain in effect until September 30, 2026, or until the County receives written notice from the City of intent to vacate before September 30, 2026.

This MOU may be extended in two (2) year increments beyond 2026 or amended upon written request of either party and the subsequent written concurrence of the other. For the County, Commissioners Court approval is required for written concurrence. Either the City or the County may terminate this MOU with a 180-day written notice to the other.

5. PRINCIPLE CONTACTS:

City of Southlake  
Name: Sharen Jackson  
Title: Chief Financial Officer  
Phone: 817-748-8042  
E-Mail: sjackson@ci.southlake.tx.us

Tarrant County  
Name: Chandler Merritt  
Title: County Administrator  
Phone: 817-884-1733  
E-Mail: cmmerritt@tarrantcounty.com

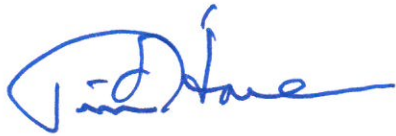
City of Southlake  
Name: Kurt Ackermann  
Title: Facilities Manager  
Phone: 817-748-8102  
E-Mail:  
kackermann@ci.southlake.tx.us

Tarrant County  
Name: Michael Amador  
Title: Facilities Management Director  
Phone: 817-884-3344  
E-Mail:  
maamador@tarrantcounty.com

6. EFFECTIVE DATE:

THE PARTIES HERETO have executed this agreement.

\_\_\_\_\_  
City of Southlake  
City Manager  
Alison Ortowski



\_\_\_\_\_  
Tarrant County Judge  
Tim O'Hare

\_\_\_\_\_  
Date

10/1/2024

\_\_\_\_\_  
Date

APPROVED AS TO FORM:



\_\_\_\_\_  
Criminal District Attorney's Office\*

\_\_\_\_\_  
Date

10/1/2024

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

CERTIFICATION OF FUNDS IN THE AMOUNT OF \$ N/A

\_\_\_\_\_  
AUDITOR

Date: \_\_\_\_\_



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AND  
THE CITY OF SOUTHLAKE**

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City of Southlake  
Name: Sharen Jackson  
Title: Chief Financial Officer  
Phone: 817-748-8042  
E-Mail: sjackson@ci.southlake.tx.us

Tarrant County  
Name: Chandler Merritt  
Title: County Administrator  
Phone: 817-884-1733  
E-Mail: cmmerritt@tarrantcounty.com

City of Southlake  
Name: Kurt Ackermann  
Title: Facilities Manager  
Phone: 817-748-8102  
E-Mail:  
kackermann@ci.southlake.tx.us

Tarrant County  
Name: Michael Amador  
Title: Facilities Management Director  
Phone: 817-884-3344  
E-Mail:  
maamador@tarrantcounty.com

6. EFFECTIVE DATE:

THE PARTIES HERETO have executed this agreement.

\_\_\_\_\_  
City of Southlake  
City Manager  
Alison Ortowski

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tarrant County Judge  
Tim O'Hare

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Criminal District Attorney's Office\*

\_\_\_\_\_  
Date

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.