



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145337  
PAGE 1 OF 5  
DATE: 6/3/2025

**SUBJECT: CONSIDERATION OF A PROPERTY USE REQUEST FROM THE TEXAS AGRILIFE EXTENSION TO USE THE TARRANT COUNTY PLAZA BUILDING FOR VARIOUS AGRILIFE EXTENSION GROUP MEETINGS AND EVENTS**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider a request from Texas A&M AgriLife Extension (AgriLife) to use the Tarrant County Plaza Building for multiple after-hours meetings through the remainder of 2025.

**BACKGROUND**

AgriLife requests use of the Plaza Building's offices and conference rooms for after-hours meetings and events throughout 2025. These meetings may include planning sessions, 4-H Adult Leaders and County Youth Council meetings, and other necessary gatherings related to AgriLife programming.

Room setups, including tables and chairs, will be arranged during regular business hours prior to scheduled after-hours use.

AgriLife has completed the required property use forms and has provided a calendar of events.

**FISCAL IMPACT**

The estimated fiscal impact based on average overtime rates for after-hours building security provided by the Sheriff's Office is approximately \$876.00 for FY 2025 and \$767.00 for FY 2026. Salary and related costs will be charged to the following accounts:

- \$876.00 – Sheriff's Office: 10000-2025 General Fund/2110610000 SO Courts-Security/510000 Personnel.
- \$767.00 – Sheriff's Office: 10000-2026 General Fund/2110610000 SO Courts-Security/510000 Personnel.

|              |                       |              |              |
|--------------|-----------------------|--------------|--------------|
| SUBMITTED BY | Facilities Management | PREPARED BY: | Misty Foster |
|              |                       | APPROVED BY: | Frank Lopez  |

# Texas A&M AgriLife Extension Service - Tarrant County

## 2025 After Hours Event Dates

| Department  | Event  | Date                          | Rooms Needed                 | Event Times           |
|---|--|-------------------------------|------------------------------|-----------------------|
| 4-H   | 4-H County Record Book Judging                         | 6/6/2025                      | Lonestar A&B, Bluebonnet D&E | 8:00 a.m. - 8:00 p.m. |
|   | 4-H County Youth Council Meeting<br><i>(Tentative)</i> | 8/18/2025                     | Lonestar A&B                 | 6:30 - 7:30 pm        |
|   | Club Manager Training                                  | 8/28/2025                     | Lonestar A&B                 | 6:30 - 7:30 pm        |
|   | Club Officer Training                                  | 9/22/2025                     | Lonestar A&B                 | 6:30 - 7:30 pm        |
|   | 4-H Adult Leaders Meeting                              | 9/22/2025                     | Bluebonnet D&E               | 6:30 - 7:30 pm        |
|   | 4-H Food Challenge                                     | 10/21/2025                    | Lonestar A&B, Bluebonnet D&E | 4 - 6:30 pm           |
|   | 4-H County Youth Council Meeting<br><i>(Tentative)</i> | 10/27/2025                    | Lonestar A&B                 | 6:30 - 7:30 pm        |
|   | 4-H County Youth Council Meeting                       | 11/17/2025                    | Lonestar A&B                 | 6:30 - 7:30 pm        |
|   | 4-H Adult Leaders Meeting                              | 11/17/2025                    | Bluebonnet D&E               | 6:30 - 7:30 pm        |
|   | 4-H County Youth Council Meeting<br><i>(Tentative)</i> | 12/15/2025                    | Lonestar A&B                 | 6 - 8 pm              |
|   |  |                               |                              |                       |
|   | AG   | Spring Major Show Entry Night | 11/4/2025                    | Tarrant               |
| State Fair and Heart of Texas Fair<br>Entries* <i>(possibly into evening hours)</i>                           |  | 8/15/2025                     | AgriLife Office              | 6 - 5 pm*             |
|   |  |                               |                              |                       |
| COMM HORT   | Reg V Texas Nursery and Landscape<br>Association**     | 6/9/2025                      | Tarrant                      | 6:30 - 8:30 pm        |
|   | Reg V Texas Nursery and Landscape<br>Association**     | 9/15/2025                     | Tarrant                      | 6:30 - 8:30 pm        |
|   | Reg V Texas Nursery and Landscape<br>Association**     | 12/8/2025                     | Tarrant                      | 6:30 - 8:30 pm        |
|   | Texas New Fruit Growers Conference***                  | 10/9/2025                     | Plaza Courtyard              | 10 am - 6:30 pm       |
| * This even may possibly extend into evening hours.   |  |                               |                              |                       |
| **The Texas Nursery and Landscape Association meetings are utilized to plan and interpret Extension programs. |  |                               |                              |                       |
| ***The Texas New Fruit Growers Conference is an AgriLife Educational Program.                                 |  |                               |                              |                       |

**TARRANT COUNTY FACILITIES MANAGEMENT  
PROPERTY USE APPLICATION**

**PLEASE COMPLETE ALL SECTIONS.**

Location requested: AgriLife Extension Office and Plaza Conference Center Rooms

Event Date(s): See attached

Time of event: See attached

Description of event (if more than three lines, please provide an attachment):

Building, office and conference rooms will be used for official AgriLife Extension group meetings and events including but not limited to committee and planning meetings, 4-H Adult Leaders and County Youth Council meetings, and other necessary group meetings and events to conduct AgriLife business.

Electricity required

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

Contact Person: Courtney Davis

Address: 200 Taylor Street, Suite 500 City: Fort Worth State: TX Zip: 76196

Cell phone number: 903-701-4104 Email: cmdavis3@tarrantcountytx.gov

Name of Organization: Texas A&M AgriLife Extension Service of Tarrant County

Non-Profit  For-Profit

Primary contact person: Courtney Davis

Address: 200 Taylor Street, Suite 500 City: Fort Worth State: TX Zip: 76196

Business phone number: 817-884-1945 Email: cmdavis3@tarrantcountytx.gov

Event on-site contact person & cell phone number: Courtney Davis 903-701-4104

Applicant's signature: 

Applicant's printed name: Courtney Davis

Date: 05/29/2025