



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 11/15/2022

**SUBJECT: APPROVAL OF THE REASSIGNMENT OF EXPANSION SPACE ON
THE THIRD FLOOR OF THE PLAZA BUILDING TO THE COUNTY
CLERK'S OFFICE AND RENOVATION OF THE SPACE TO
CREATE A NEW PASSPORT OFFICE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested the Commissioners Court approve the reassignment of expansion space on the third floor of the Plaza Building to the County Clerk's Office and renovation of the space to create a new passport office.

BACKGROUND

The County Clerk's Office submitted a request to Tarrant County Facilities Management (TCFM) as part of the FY 2023 Budget process for a new passport office at the Plaza Building. The request for funding for the build-out of the new passport office was included in the FY 2023 TCFM Capital Budget and approved by the Commissioners Court. The new passport office will be constructed in 1,200 square feet of space, currently assigned as expansion space, on the third floor of the Plaza Building. The new passport office will support the continued growth within the County and will allow the County Clerk's Office to better serve the community.

The scope of work will consist of the construction of walls, installation of a lockable door, as well as a new glass entry door. In addition, there will be some minor flooring work, ceiling repair, installation of fire alarm strobes, relocation of air diffusers and return air vents, and the moving of electrical and data as needed.

FISCAL IMPACT

The fiscal impact is \$47,960.00. Funding is available from funds designated for this request in account 540000/3110210000/45100-2023.

SUBMITTED BY:	Facilities Management	PREPARED BY: APPROVED BY:	Brad Phelps Michael Amador
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