



City of Azle Regular Meeting Agenda City Council

505 W. Main Street
Azle, Texas 76020

February 18, 2025

6:00 PM

Council Chambers

Pursuant to Section 551.071 of the Texas Government Code, the Council may convene into Executive Session(s) from time to time as deemed necessary during the meeting for any posted agenda item and may receive advice from its attorney as permitted by law.

CALL TO ORDER

INVOCATION

The City of Azle is accepting volunteers from all Religions and Denominations to provide the invocation at the beginning of the City Council meeting. If you are interested in giving the invocation at a future meeting, please call the city secretary's office at 817-444-7101 or email: yhoffman@cityofazle.org

Don Webster, pastor of Sandy Beach Road Baptist Church.

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

This is an opportunity for the public to address the City Council on posted agenda items or non-agenda items. In order to address the Council, please complete a Speaker's Request Form and submit to the City Secretary prior to the start of the council meeting. All comments must be directed to the Presiding Officer, rather than an individual council member or city staff. All speakers must refrain from personal attacks toward any individual. Comments are limited to three (3) minutes and must pertain to the subject matter listed on the Speaker's Request Form. Speakers requiring the assistance of a translator shall be provided four (4) minutes. Council may not comment publicly on non-agenda items, but may direct the City Manager to resolve the matter or request the matter be placed on a future agenda. Public comments regarding non-agenda items shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended. If you have a subject that may require City Council action, you may obtain a form from the City Secretary and request the item be placed on a future agenda.

PRESENTATIONS

1. Annual Presentation - Police Department and Animal Shelter.
Ben Hall, Police Chief
2. FY 2025 1st Quarter Investment Report
Stephen Barnes, Finance Director

ACTION ITEMS

3. Consider any action on the February 4, 2025 regular council meeting minutes
Yael Hoffman, City Secretary
4. Consider any action on awarding the Walnut Creek Lift Station Project (Bid No. 2025-02)
Rick White, Public Services Director
5. Consider any action authorizing the City Manager to execute an interlocal agreement with the Azle Independent School District and Tarrant County to provide school zone signs and flashers on Sandy Beach Road
Tom Muir, City Manager
6. Consider any action on Resolution No. 2025-04 designating the *Commercial Recorder* as the official newspaper.
Tom Muir, City Manager

DISCUSSION ITEMS

7. Facade and Signage Improvement Program.

Tom Muir, City Manager

8. Short term rentals

Tom Muir, City Manager

9. Citation issuance

Tom Muir, City Manager

10. Donation bins

Tom Muir, City Manager

11. Weeds, grass and other vegetation

Tom Muir, City Manager

12. Parking lot ordinance

Tom Muir, City Manager

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS

MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on February 14, 2025, at the City's official bulletin board and is readily accessible to the public at all times in accordance with V.T.C.A. Chapter 551, Texas Government Code.



Yael Hoffman, TRMC, CMC
City Secretary

This facility is wheelchair accessible and handicapped parking spaces are available. Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in city functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101. Complete City Council agenda packet is available for review at the City Secretary's Office and on our website www.cityofazle.org.



Presenter: Ben Hall, Police Chief

Agenda Item: Annual Presentation - Police Department and Animal Shelter.

Background and Explanation:

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. APD Annual Report 2024



**Azle Police
Department**



2024 ANNUAL REPORT

**OUR
COMMUNITY.**

**OUR
COMMITMENT.**



Azle, Texas

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Letter from Chief Hall

On behalf of the men and women of the Azle Police Department, I am honored to present the 2024 Annual Report. Your police department and animal control, in alliance with our community, have strived daily to provide exceptional service and keep our community safe.

This year has brought a renewed emphasis on placing the right people in the right positions to ensure we deliver on our promises to the community. At the close of 2024, our Sworn Officer ranks had no vacancies, and our dispatch center continues searching for the best people to fill the remaining positions. We have invested heavily in technology to improve our investigative prowess and provide officers with the best tools to accomplish our mission.

In 2024, our internal emphasis was ensuring each officer is well trained and equipped to provide the best service to our community. We rebuilt relationships with other agencies and partnered in critical need areas including the Northwest Crisis Intervention Team, Parker County Regional SWAT Team, and a regional Honor Guard Team with the White Settlement Police Department. Our Domestic Violence Response Team continued to strengthen our ties with local community groups and support victims of domestic violence.

We maintained a busy community outreach schedule by hosting and attending numerous community events, such as Coffee with the First Responders, National Night Out, Trunk or Treat, and more. The Azle Police Department strives to honor the mantra 'Our Community, Our Commitment' in our daily service. Thank you for your unwavering support and for trusting me and the Azle Police Department to make Azle a safe and welcoming environment for residents, workers, and visitors alike.

Respectfully,

Ben

WELL-TRAINED, WELL-EQUIPPED

MULTI-AGENCY PARTNERSHIPS

COMMUNITY OUTREACH & PRESENCE

Command Staff



Ben Hall - Chief of Police



Kevin Rogers - Support Operations Lieutenant



Dora Grissom - Patrol Operations Lieutenant

Department Overview



Mission

At the Azle Police Department, we are dedicated to work in partnership with our community to create and maintain an environment where the lives and property of our citizens and visitors are protected, where neighbors are assisted with resolving their problems, and quality of life is enhanced for everyone privileged to call the City of Azle, Texas home. We are committed to our mission and will remain eternally vigilant in our service to the citizens of Azle, Texas.

Goals

- Reduce crime, increase safety and security, and improve the quality of life of Azle's residents.
- Build trust and collaboration between community residents, businesses, and police officers through community policing and crime prevention efforts.
- Establish relationships with regional law enforcement agencies and community resource partners
- Always seek to improve the professional capabilities of the department and individual officers by remaining on the cutting edge of best practices, training and education.

Our Core Values

COMMITMENT

- As members of the Azle Police Department, we accept responsibility for contributing to the quality of life in our community. We believe the character of our department is best reflected in the quality of service provided by each of our members.

SERVICE

- We will serve in an unbiased, courteous and professional manner, maintaining an attitude which respects the dignity and rights of all we serve. We will continually strive for excellence in all we do in service to our citizens.

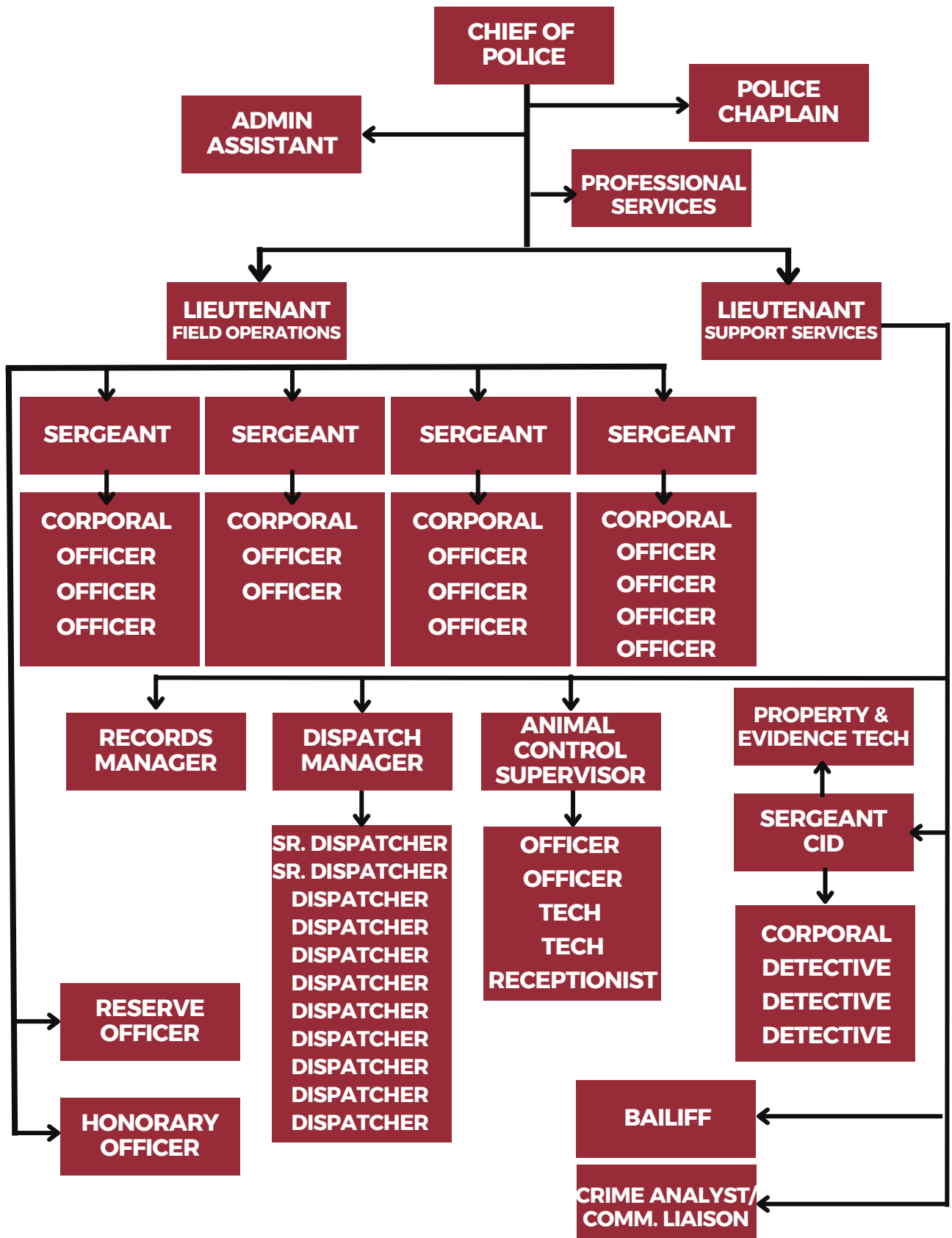
INTEGRITY

- We will always conduct ourselves with honesty, integrity and truthfulness, ever mindful of the importance of public trust and confidence. Public trust, confidence and support shall be considered in each decision we make.

INNOVATION

- We will always seeks to improve the professional capabilities of the department and individual officers by remaining on the cutting edge of best practices, training, education, and equipment. We will encourage an atmosphere of share responsibility and creative problem solving at every level to accomplish our mission.

Organization Chart



New Employees



Valerie Keith

Communications Supervisor



Summer Barkley

Dispatcher



Joe Nelson

Police Officer



Stefan Beard

Police Officer



Tiffany Hale

Dispatcher



Zoie Sudduth-Garnica

Dispatcher



Chad Krueger

Police Officer



Stephanie Perez

Police Officer

Awards & Promotions

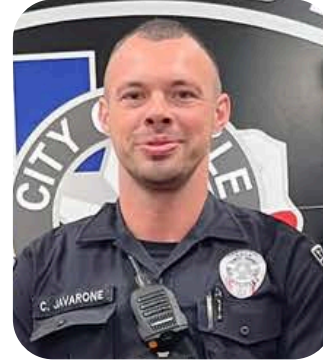
Life Saving Awards



David Beane
Police Officer



Joseph Giittinger
Police Officer



Christopher Javarone
Police Corporal

MADD Distinguished Enforcement Hero



Marco Gallardo
Police Officer

Promoted to Corporal



Kevin Nguyen
Police Corporal

Service Milestones

20 YEARS**SERGEANT PATRICK BOVEA****15 YEARS****SERGEANT RICHARD LUKOWSKY****15 YEARS****SOMER LUKOWSKY****15 YEARS****JESSIE WILLIAMS****10 YEARS****MICHELLE ABRAMSKI****10 YEARS****CORPORAL LOREN LYON****10 YEARS****CORPORAL ANGEL PEREZ****10 YEARS****CATHY REILLY****5 YEARS****OFFICER ATILANO ARREOLA****5 YEARS****OFFICER JASON CASTRO-AYALA****5 YEARS****OFFICER ERIC FLORES****5 YEARS****OFFICER BROCK ROYAL**

Animal Control



CALLS FOR SERVICE

1,626

SHELTER PHONE CALLS

7,505

SHELTER VISTORS

5,179

ANIMAL INTAKES

625

ADOPTIONS

335

DONATIONS RECIEVED

\$17,413.92

Animal Control

In 2024, the Azle Animal Shelter's social media presence continued to increase. The Facebook page had 286K interactions and reached 2.7 million people. The page closed out the year with 17,960 followers, accounting for a 3,000 follower increase from the previous year.

Azle Animal Control held monthly adoption events at Russel Feed and made monthly visits to the Legacy Oaks Senior Center. ACO also participated at Sting Fling.

The shelter developed a bi-weekly schedule for spay/neutering clinic with TCAP Weatherford. Additionally, with the approval and guidance of Dr. Sultemeier at VCA Lakeside, ACO started providing Bravecto flea/tick treatment on all incoming cats and dogs. This will allow the shelter to maintain healthier pets while in their care.



DOA Deer Pickup

- 107 (Including PTS Deer)
- PD dispatched 2

Euthanasia

- 32 Cats
- 32 Dogs
- 17 Deer
- 3 Raccoons
- 1 Skunk

TCAP Numbers

- 132 pets sterilized
- 303 rabies vaccines

Enforcement

- 230 Written Warnings
- 39 Citations
- 410 Licenses

Volunteers in Police Service

Our Volunteers in Police Service (VIPS) assist the department with tasks around the police department and participate in community events, such as Follow the Flag, Sting Fling, National Night Out, Homecoming Parade, Truck or Treat, Halloween, Angel Tree, & Christmas on Main.

Additionally, a few volunteers participate in the Azle Citizens on Patrol program and provide an extra set of eyes and ears to our community. The Citizens on Patrol do not have police powers, but rather they are educated, reliable, and trusted sources to witness and report suspicious or criminal activities that occur within the city. Members of the Citizens on Patrol program are selected from graduates of the Citizens Police Academy (CPA).



14 ACTIVE VOLUNTEERS

**V
I
P
S**

Support Staff

Executive Assistant

Records Management

- 215 Cases Filed in Tarrant County
- 136 Cases Filed in Parker County

Crime Scene & Evidence

- Received grant for \$21,000 to purchase crime scene and evidence management tools and fund additional training

Crime Analysis

- Established a partnership with the Fort Worth Intelligence Exchange (INTEX)



Dispatch



98%
Calls Answered
Under 15 Seconds

**1 min
30 secs**
Average Call Time

In 2024, we created the Dispatch Manager position and hired Valerie Keith to lead our communications team. We also hired three new telecommunicators; Summer Barkley, Tiffany Hale, and Zoie Suddth-Garnica. Comm. Barkley earned a Basic Telecommunicator Certificate, Comm. Erwin earned an Advanced Telecommunicator Certificate, and Comm. Scott earned a Master Telecommunicator Certificate.

Dispatch

Our communication center serves Azle Police & Animal Control, Pelican Bay Police, and Azle ISD Police.

911 CALLS

7,545

ADMIN CALLS

40,755

TOTAL

48,409

1,321 Individual Warrants Entered

Presentations



Three members of our communications team attended the Women of Law Enforcement annual conference in Fort Worth, TX. Dispatch Manager Valerie Keith and Dispatcher Angelque Scott had the honor of presenting on why they wish 911 calls had trigger warnings at the conference.

Dispatcher Scott also presented on Vicarious Trauma for 911 Telecommunicators at the Texas Public Safety Fall Symposium in Bryan-College Station, TX.

Parker County Regional SWAT

The Parker County Regional SWAT is a part-time team comprised of members who participate in this specialized unit as a collateral duty to their regular assignments. In addition to their regular duties, SWAT personnel train 16 hours each month on a variety of tactics. Personnel assigned to the SWAT team are subject to call outs 24 hours a day, seven days a week, to handle any SWAT related incident. The team's primary mission is the resolution of dangerous and/or difficult police situations outside the realm of the ordinary patrol response, through the use of developed skills, tactics, and specialized equipment and capabilities.



Improved Tactical Capabilities

Armored Vehicle

Drone Team



Northwest Tarrant Crisis Intervention Team

NWTCIT provides a specialized, well-executed response to individuals in the community who have mental illness or are in active crisis. NWTCIT is comprised of hybrid uniformed patrol officers, detectives, firefighters, and paramedics partnered with mental health clinicians provided by the local mental health authority. Members have received specialized training in behavioral health crisis intervention and crisis negotiation. Members perform all their usual duties including responding to 911 calls for service and investigative follow ups, however are subject to be dispatched concurrently to crisis calls in any of the partnering cities in order to provide a specialized response. Each case is subsequently followed up on in order to ensure the person received the resources and support to prevent further emergency response. This approach seeks to provide proper disposition of crisis calls, as well as enhance the safety of both the community and first responders.



**Azle Police Department
Briar-Reno Fire Department
Lake Worth Police Department
Pelican Bay Police Department
Saginaw Police Department**



Patrol Operations



With four new hires, our patrol division ended 2024 fully staffed!

30 SWORN OFFICERS



18,680 Calls for Service ▼

Top Calls for Service

WELFARE CHECK

MINOR ACCIDENT

SUSPICIOUS VEHICLE

ASSIST
LAW ENFORCEMENT

RECKLESS DRIVER

SUSPICIOUS PERSON

Patrol Operations

5,967
Traffic Stops

55% Resulted in a Warning

45% Resulted in a Citation

The Azle Police Department Patrol Operations Division struggled with staffing in 2024 due to illness and injury related issues. Despite the lack of uniformed personnel, Azle Officers continued to protect and serve this community by responding to 18,680 calls for service, conducting nearly 6,000 traffic stops on our roadways, and making over 600 arrests. We were fortunate to add four licensed peace officers to our team as we closed out the year; Officer Beard joined us from the Bexar County Sheriff's Office, Officer Nelson joined us from the Willow Park Police Department, Officer Krueger joined us from the Tarrant County Sheriff's Office, and Officer Perez joined us shortly after completing the Denton police academy.

607 Arrests

Top Arrest Charges

DRIVING WHILE INTOXICATED

118



ASSAULT

46



DRUG POSSESSION

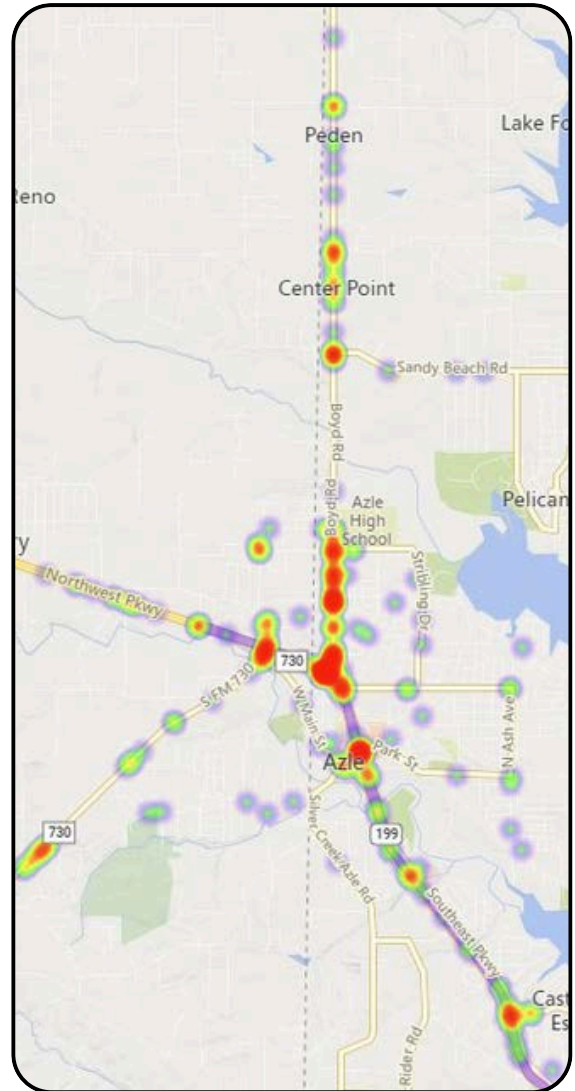
42



Traffic Accidents

In 2024, the Azle Police Department completed and filed **341** crash reports with the Texas Department of Transportation. This represented a **less than 1% decrease** from the number of crash reports submitted in 2023. The top contributing factors to the accidents reported in 2024 were driver inattention, failed to control speed, and backed without safety.

The Azle Police Department responded to 576 calls for service related to motor vehicle accidents; 135 Major Accidents, 353 Minor Accidents, and 88 Hit and Run Accidents. All three categories saw a decrease in number of calls for service when compared to 2023.



Calls for Service

MAJOR ACCIDENT

135



MINOR ACCIDENT

353



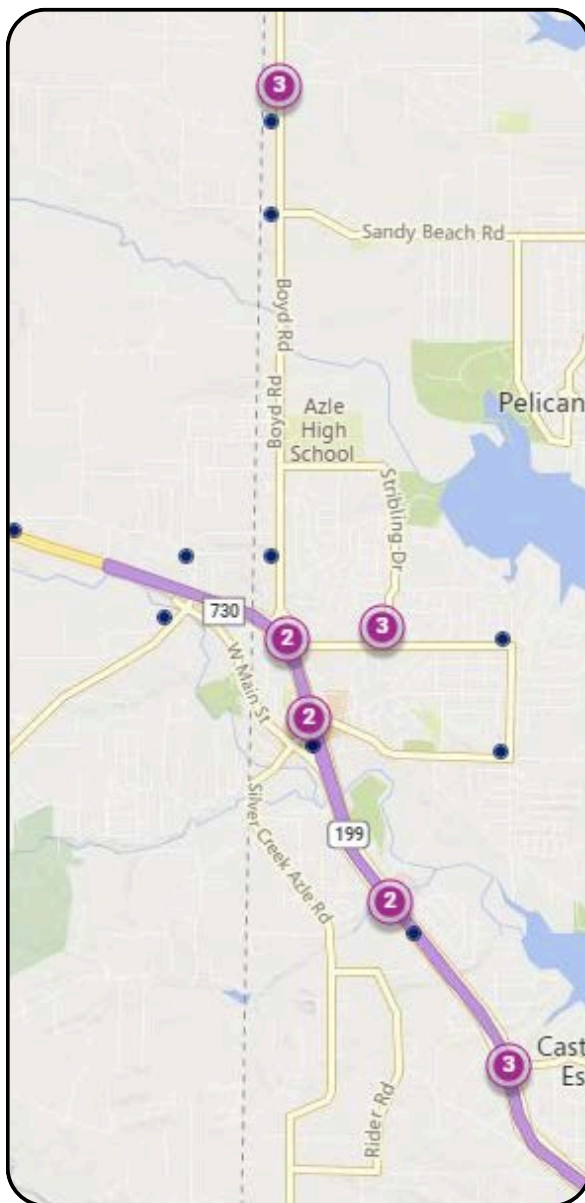
HIT & RUN

88



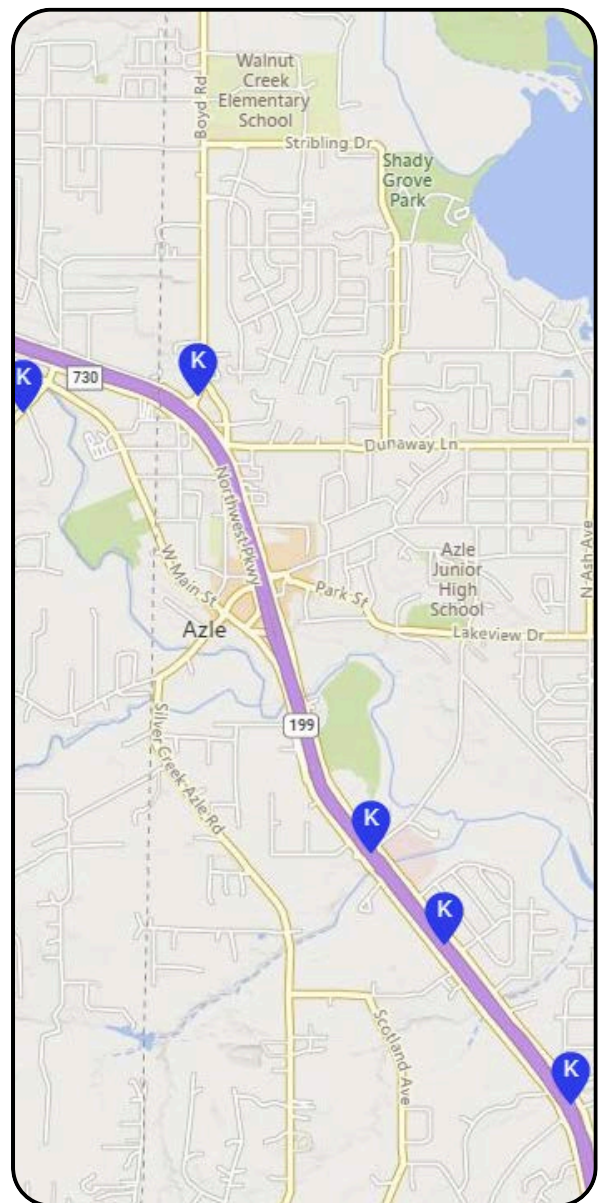
Traffic Accidents

Alcohol Involved Crashes



Of the **341 accidents reports** completed in 2024, **28** of the accidents involved alcohol. This reflected a **100% increase** in alcohol related crashes from the previous year.

Fatality Crashes



Azle Police Officers responded to **5 Fatality Crashes** in 2024. This represented a **150% increase** from 2023 (3). Of the 5 fatality crashes, only 1 involved alcohol and an arrest was made.

Criminal Investigations Division



345 Cases Assigned for Investigation

Group A Offenses Clearance Rates

CRIMES AGAINST PERSONS

43.65%

CRIMES AGAINST PROPERTY

25.27%

CRIMES AGAINST SOCIETY

72.04%

Criminal Investigations Division

Major Case Review

On June 1, the Azle Police Department received a report of a missing female from a concerned family member. Based on the circumstances, officers considered her disappearance to be life-threatening and treated this case with the highest urgency and importance. Azle Police Detectives partnered with the Texas Rangers to investigate her last interactions and movements. On June 12, a deceased body was located in the backyard of an Azle residence with signs that indicated foul play. With the assistance of the Texas Rangers, the Tarrant County Sheriff's Office, and Medical Examiner's Office diligent investigative work by our detectives, a primary suspect was identified and arrested without incident. This was the first homicide in Azle since July of 2022.



Warrant Roundup

Azle Officers assisted the Azle Municipal Court team with a successful Warrant Round-Up operation. From February 24th - April 5th, 532 warrants were cleared and \$63,868.70 was collected. On Warrant Round-Up Saturday, the department attempted to locate wanted individuals at 90 different locations, resulting in 15 arrests.

Crime in Azle



Total Group A Offenses increased by **4.31%** from 720 in 2023 to **751** in 2024. There was a rise in property crimes, a decline in violent crimes, such as aggravated assaults and sex related offenses, and a mixed trend in societal crimes, with drug-related offense declining but weapons violations increasing.

CRIMES AGAINST PERSONS

198


CRIMES AGAINST PROPERTY

368


CRIMES AGAINST SOCIETY

186


Crime in Azle

Top Property Crimes

THEFT PROP >=\$100<\$750	71	▲
THEFT U/\$100	44	▲
BURGLARY OF VEHICLES	38	▲
THEFT PROP >=\$2,500<\$30K	24	▼
CRIMINAL MISCHIEF >=\$100<\$750	20	▼

Crimes Against Property accounted for nearly half of all Group A crimes reported in 2024. The top property crimes reported were Theft of Property >=\$100<\$750, Theft Under \$100, and Burglary of Vehicles, Theft of Property >=\$2,500<\$30K, and Criminal Mischief >=\$100<\$750. The top three offenses increased in 2024. Burglary of Vehicles had the most significant increase, however, burglaries as a whole (residential, habitation, and vehicles) decreased by 5.71%. The majority of theft reports are related to shoplifting offenses at Wal-Mart. There was a decrease in reported incidents for Theft of Property >=\$2,500<\$30K and Criminal Mischief >=\$100<\$750. Also of note, the Unauthorized Use of Vehicle offense, better known as Motor Vehicle Theft, increased by 150%. There were 10 Motor Vehicle Thefts reported in 2024, compared to 4 reported in 2023.

Community Engagement

Community Outreach & Events - Year in Review



Cell Phones for Vulnerable Residents



Coffee with the First Responders @ NBT Financial



Legacy Oaks First Responder Cook-Out



Coffee with the First Responders @ the Porch Resale Shoppe



Bilingual Story Time @ Azle Memorial Library



You've Been Ducked!



Follow the Flag



Summer Reading Challenge Finale Party



Homecoming Parade



Trunk or Treat



Angel Tree



Christmas on Main

Community Engagement



New Followers

2,648 ↑ 8%

Page Visits

188,239 ↑ 64%

Reach

621,955 ↑ 12%



**COFFEE FRIDAY WITH THE
FIRST RESPONDERS**

AACOC CLAY SHOOT

AACOC GOLF TOURNAMENT

SUMMER READY FINALE PARTY

LEGACY OAKS COOK-OUT

FOLLOW THE FLAG

STING FLING

HOMECOMING PARADE

NATIONAL NIGHT OUT

TRUNK OR TREAT

CHRISTMAS ON MAIN

ANGEL TREE

19+

Community Events

Training



4,067 HOURS

**BASIC TELECOMMUNICATOR
CERTIFICATE**

1

**ADVANCED TELECOMMUNICATOR
CERTIFICATE**

1

**MASTER TELECOMMUNICATOR
CERTIFICATE**

1

**MENTAL HEALTH OFFICER
CERTIFICATE**

3

**FIREARMS INSTRUCTOR
PROFICIENCY CERTIFICATE**

2

Technology Advancements

The rapid advancements in technology are revolutionizing modern policing. Body-worn cameras, automated license plate recognition, and facial recognition technology enhance efficiency, public safety, and transparency. We are utilizing these powerful tools to protect and serve our community more effectively.



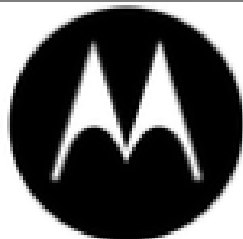
flock safety

**Automated License
Plate Recognition**



Clearview.ai

**AI Investigative
Platform**



MOTOROLA

**Radios & Body Worn
Cameras**

Plans for 2025

Now Hiring!



Records Assistant



Dispatcher



Dipatcher



Dispatcher

Plans for 2025

The Azle Police Department has lots in store for 2025. Two officers will be reassigned from patrol to the Criminal Investigations Division (CID), bringing the total number of detectives to five, strengthening investigative capabilities. Our communications center has undergone reconfigurations to improve dispatcher efficiency and CJIS security. The department will also launch a Citizens Police Academy to foster community engagement and educate residents about law enforcement operations within the Azle Police Department. Several equipment upgrades have been requested, including eight mounted radars and rifle-plated vests, which may be funded through Criminal Justice Assistance Grants to enhance officer safety and enforcement capabilities. The LexisNexis Community Crime Map will be re-introduced, providing public access to crime data for increased transparency and awareness. Additionally, a Whelen Collision Avoidance System will be incorporated to improve vehicle safety, and a new warning system will be added to marked units for increased visibility and situational awareness.



OUR COMMUNITY.



OUR COMMITMENT.



Presenter: Stephen Barnes, Finance Director
Agenda Item: FY 2025 1st Quarter Investment Report

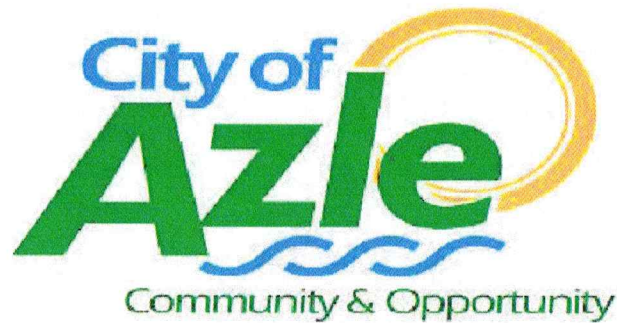
Background and Explanation:

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. FY 2025 1st Quarter Investment Report



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

December 31, 2024

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Azle is in compliance with the Public Funds Investment Act and the City of Azle Investment Policy.

Stephen Barnes
Investment Officer

Angela Garrett Liamun Byrt
Investment Officer

Disclaimer: These reports were compiled using information provided by the City of Azle. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	September 30, 2024		December 31, 2024		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 15,072,722	\$ 15,072,722	\$ 13,965,688	\$ 13,965,688	3.94%
Pools/MMMF	18,170,783	18,170,783	21,672,595	21,672,595	4.56%
CDs/Securities	12,581,556	12,581,556	12,737,702	12,737,702	4.91%
Totals	\$ 45,825,060	\$ 45,825,060	\$ 48,375,984	\$ 48,375,984	4.47%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	4.47%
Rolling Three Month Treasury	4.56%
Rolling Six Month Treasury	4.63%
TexPool	4.56%

Fiscal Year-to-Date Portfolio Performance (2)

Average Quarter-End Yield	4.47%
Rolling Three Month Treasury	4.56%
Rolling Six Month Treasury	4.63%
Average Quarter-End TexPool Yield	4.56%

Interest Earnings (Approximate)

Quarterly Interest Earnings	\$ 533,872
Fiscal YTD Interest Earnings	\$ 533,872

Bank Fee Offsets

Quarterly Bank Fee Offsets	\$ 1,198
Fiscal YTD Bank Fee Offsets	\$ 1,198

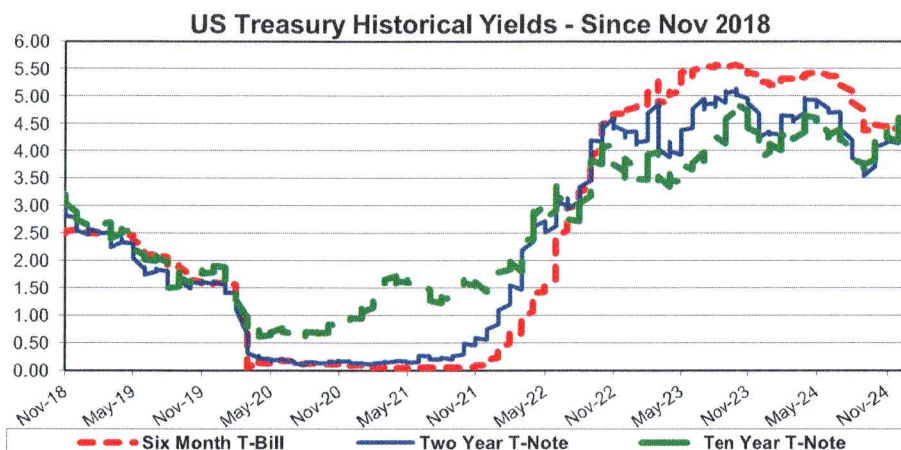
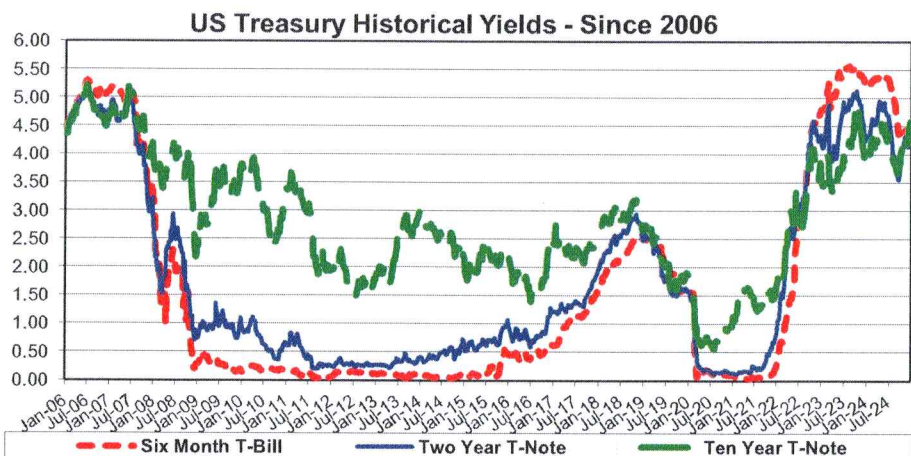
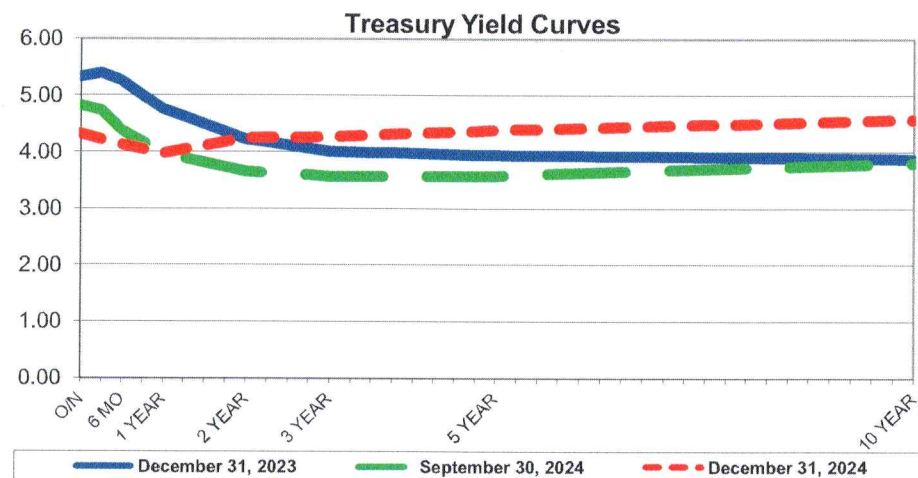
(1) **Current Quarter Weighted Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Weighted Average Yields** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

12/31/2024

The Federal Open Market Committee (FOMC) reduced the Fed Funds target range to 4.25% - 4.50% (Effective Fed Funds trade +/-4.33%). Expectations for additional rate cuts have diminished with one 0.25% cut projected in March/May. The next cut might not be until October. December Non-Farm Payroll improved to +256k new jobs, with the Three Month Rolling Average falling slightly to +170k (from the previous +173k). Third Quarter 2024 GDP final number increased to +3.1. The S&P 500 Stock Index experienced some volatility but still exceeds 6,000. The yield curve adjusted to a slight checkmark shape. Crude Oil bounced +/- \$70 per barrel. Inflation remains above the FOMC 2% target (Core PCE +/-2.8% and Core CPI +/-3.3%). Declining global economic outlook and ongoing/expanding international political disruptions increases uncertainty.



Investment Holdings

December 31, 2024

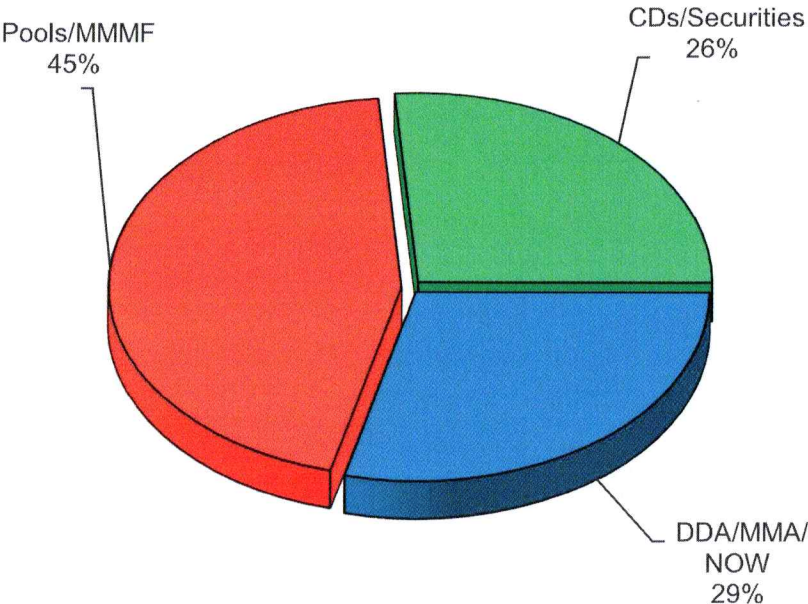
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Herring Bank		1.21%	01/01/25	12/31/24	\$ 237,907	\$ 237,907	1.00	\$ 237,907	1	1.21%
PNC Bank (3)		0.19%	01/01/25	12/31/24	1,757,871	1,757,871	1.00	1,757,871	1	0.19%
NexBank MMA		4.55%	01/01/25	12/31/24	11,969,909	11,969,909	1.00	11,969,909	1	4.55%
TexSTAR	AAAm	4.56%	01/01/25	12/31/24	13,488,133	13,488,133	1.00	13,488,133	1	4.56%
TexPool	AAAm	4.56%	01/01/25	12/31/24	8,184,462	8,184,462	1.00	8,184,462	1	4.56%
East West Bank CD		5.08%	02/26/25	02/26/24	1,566,130	1,566,130	100.00	1,566,130	57	5.21%
East West Bank CD		5.08%	03/04/25	03/04/24	1,646,758	1,646,758	100.00	1,646,758	63	5.21%
Texas Capital Bank CD		4.70%	03/20/25	03/20/23	1,086,036	1,086,036	100.00	1,086,036	79	4.70%
East West Bank CD		5.29%	05/28/25	05/28/24	1,569,755	1,569,755	100.00	1,569,755	148	5.43%
BOK Financial CDARS		4.93%	06/19/25	06/22/23	1,078,371	1,078,371	100.00	1,078,371	170	5.05%
BOK Financial CDARS		4.93%	06/26/25	06/29/23	1,077,353	1,077,353	100.00	1,077,353	177	5.05%
American Nat'l Bank & Trust CDARS		5.00%	08/14/25	08/16/23	1,071,328	1,071,328	100.00	1,071,328	226	5.12%
East West Bank CD		4.46%	08/26/25	08/26/24	507,881	507,881	100.00	507,881	238	4.56%
East West Bank CD		4.34%	11/26/25	11/26/24	1,566,985	1,566,985	100.00	1,566,985	330	4.44%
East West Bank CD		4.24%	12/22/25	12/20/24	554,989	554,989	100.00	554,989	356	4.33%
First Nat'l Bank CDARS		3.96%	09/10/26	09/12/24	1,012,115	1,012,115	100.00	1,012,115	618	4.04%
					\$ 48,375,984	\$ 48,375,984		\$ 48,375,984	54	4.47%
									(1)	(2)

(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

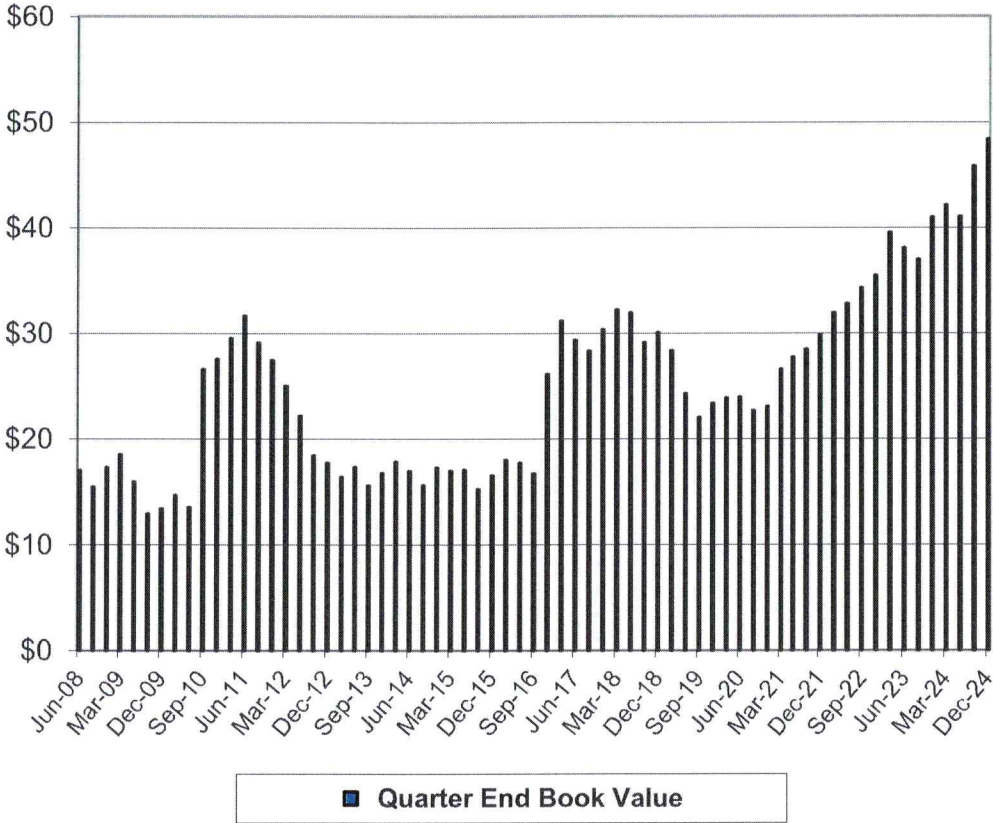
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

(3) **Compensating Balances** - PNC Bank Balances generate earnings credit to offset most bank fees.

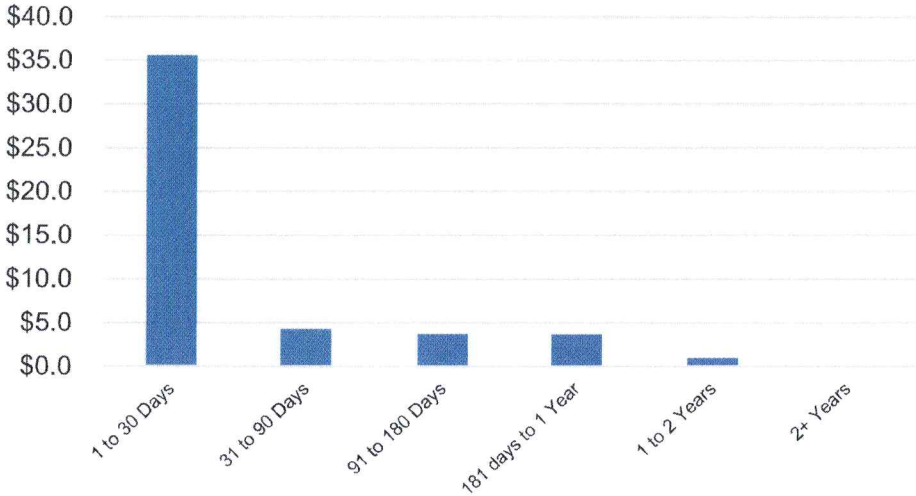
Portfolio Composition



Total Portfolio (Millions)



Distribution by Maturity Range (Millions)



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 09/30/24	Increases	Decreases	Book Value 12/31/24	Market Value 09/30/24	Change in Market Value	Market Value 12/31/24
lerring Bank	1.21%	01/01/25	\$ 237,134	\$ 773	\$ —	\$ 237,907	\$ 237,134	\$ 773	\$ 237,907
NC Bank (3)	0.19%	01/01/25	3,011,105	—	(1,253,234)	1,757,871	3,011,105	(1,253,234)	1,757,871
lexBank MMA	4.55%	01/01/25	11,824,483	145,427	—	11,969,909	11,824,483	145,427	11,969,909
exSTAR	4.56%	01/01/25	10,497,022	2,991,111	—	13,488,133	10,497,022	2,991,111	13,488,133
exPool	4.56%	01/01/25	7,673,761	510,701	—	8,184,462	7,673,761	510,701	8,184,462
ast West Bank CD	5.38%	11/26/24	1,547,776	—	(1,547,776)	—	1,547,776	(1,547,776)	—
ast West Bank CD	5.18%	12/20/24	548,115	—	(548,115)	—	548,115	(548,115)	—
ast West Bank CD	5.21%	02/26/25	1,546,205	19,924	—	1,566,130	1,546,205	19,924	1,566,130
ast West Bank CD	5.21%	03/04/25	1,625,808	20,950	—	1,646,758	1,625,808	20,950	1,646,758
exas Capital Bank CD	4.70%	03/20/25	1,073,385	12,651	—	1,086,036	1,073,385	12,651	1,086,036
ast West Bank CD	5.43%	05/28/25	1,548,965	20,790	—	1,569,755	1,548,965	20,790	1,569,755
OK Financial CDARS	5.05%	06/19/25	1,065,063	13,308	—	1,078,371	1,065,063	13,308	1,078,371
OK Financial CDARS	5.05%	06/26/25	1,064,057	13,296	—	1,077,353	1,064,057	13,296	1,077,353
merican Nat'l Bank & Trust CDARS	5.12%	08/14/25	1,057,912	13,416	—	1,071,328	1,057,912	13,416	1,071,328
ast West Bank CD	4.56%	08/26/25	502,204	5,677	—	507,881	502,204	5,677	507,881
ast West Bank CD	4.44%	11/26/25	—	1,566,985	—	1,566,985	—	1,566,985	1,566,985
ast West Bank CD	4.33%	12/22/25	—	554,989	—	554,989	—	554,989	554,989
irst Nat'l Bank CDARS	4.04%	09/10/26	1,002,063	10,051	—	1,012,115	1,002,063	10,051	1,012,115
TOTAL			\$ 45,825,060	\$ 5,900,049	\$ (3,349,125)	\$ 48,375,984	\$ 45,825,060	\$ 2,550,924	\$ 48,375,984

Location:

December 31, 2024
Book & Market Value

Fund	Total	Herring Bank - Backup	PNC Bank	NexBank MMA	TexSTAR	TexPool	East West Bank CD 02/26/25	East West Bank CD 03/04/25	Texas Capital Bank CD 03/20/25
erating	\$ 1,954,233	\$ 237,907	\$ 1,716,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
neral Fund	10,988,384	-	-	2,662,563	3,270,649	44,310	1,566,130	823,379	-
ility Fund	5,166,130	-	-	2,863,553	42,573	-	-	177,328	-
ility Impact	1,016,750	-	-	1,016,750	-	-	-	-	-
lity Capital Projects	430,577	-	-	235,522	195,056	-	-	-	-
lity CIP Fund	646,051	-	-	-	-	-	-	646,051	-
s Well - Golf Course	287,653	-	-	-	-	287,653	-	-	-
s Well Royalty	146,336	-	-	-	-	146,336	-	-	-
veloper Proportionality Funds	1,237,031	-	-	-	-	1,237,031	-	-	-
iter Impact Fees	1,465,523	-	-	-	-	1,465,523	-	-	-
wer Impact Fees	2,339,532	-	-	564,980	1,219,563	-	-	-	-
lice Seizure Escrow	6,627	-	6,627	-	-	-	-	-	-
lice Evidence	34,918	-	34,918	-	-	-	-	-	-
les Tax Street Maintenance	485,315	-	-	370,801	114,514	-	-	-	-
me Control and Prevention	479,894	-	-	-	-	479,894	-	-	-
micipal Development District	4,623,355	-	-	-	-	2,465,991	-	-	1,086,036
JD - Capital Projects	115,710	-	-	-	-	115,710	-	-	-
neral Capital Project	3,582,466	-	-	2,797,588	-	-	-	-	-
rm Water	859,455	-	-	-	-	320,779	-	-	-
urt Technology	20,397	-	-	-	20,397	-	-	-	-
urt Security	80,652	-	-	-	63,692	16,959	-	-	-
tel/Motel Tax	362,056	-	-	-	362,056	-	-	-	-
mal Control Donations	45,357	-	-	-	45,357	-	-	-	-
mal Medical Fund	39,299	-	-	-	39,299	-	-	-	-
mal Shelter Donations	303,656	-	-	-	-	303,656	-	-	-
lf Course	731,012	-	-	443,724	287,288	-	-	-	-
ility I&S	728,399	-	-	-	722,804	5,595	-	-	-
bt Service I&S	106,807	-	-	-	106,807	-	-	-	-
24 CO Bond Proceeds	5,825,489	-	-	-	5,825,489	-	-	-	-
17A SWIFT CO's	225,105	-	-	-	225,105	-	-	-	-
2Z #1	3,094,332	-	-	1,014,429	-	1,295,025	-	-	-
2Z #1 - Tarrant County	909,729	-	-	-	909,729	-	-	-	-
re Reforestation Fund	32,033	-	-	-	32,033	-	-	-	-
adway Impact Fee Fund	5,723	-	-	-	5,723	-	-	-	-
Totals	\$ 48,375,984	\$ 237,907	\$ 1,757,871	\$ 11,969,909	\$ 13,488,133	\$ 8,184,462	\$ 1,566,130	\$ 1,646,758	\$ 1,086,036

December 31, 2024
Book & Market Value

Fund	East West Bank CD 05/28/25	BOK Financial CDARS 06/19/25	BOK Financial CDARS 6/26/25	American Nat'l Bank CDARS 08/14/25	East West Bank CD 08/26/25	East West Bank CD 11/26/25	East West Bank CD 12/22/25	First Nat'l Bank CDARS 09/10/26
erating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
neral Fund	-	539,186	538,677	-	253,941	783,493	-	506,057
ity Fund	-	539,186	-	-	253,941	783,493	-	506,057
ity Impact	-	-	-	-	-	-	-	-
ity Capital Projects	-	-	-	-	-	-	-	-
ity CIP Fund	-	-	-	-	-	-	-	-
s Well - Golf Course	-	-	-	-	-	-	-	-
s Well Royalty	-	-	-	-	-	-	-	-
veloper Proportionality Funds	-	-	-	-	-	-	-	-
iter Impact Fees	-	-	-	-	-	-	-	-
wer Impact Fees	-	-	-	-	-	-	554,989	-
lice Seizure Escrow	-	-	-	-	-	-	-	-
lice Evidence	-	-	-	-	-	-	-	-
les Tax Street Maintenance	-	-	-	-	-	-	-	-
me Control and Prevention	-	-	-	-	-	-	-	-
municipal Development District	-	-	-	1,071,328	-	-	-	-
JD - Capital Projects	-	-	-	-	-	-	-	-
neral Capital Project	784,878	-	-	-	-	-	-	-
orm Water	-	-	538,677	-	-	-	-	-
urt Technology	-	-	-	-	-	-	-	-
urt Security	-	-	-	-	-	-	-	-
tel/Motel Tax	-	-	-	-	-	-	-	-
imal Control Donations	-	-	-	-	-	-	-	-
imal Medical Fund	-	-	-	-	-	-	-	-
imal Shelter Donations	-	-	-	-	-	-	-	-
If Course	-	-	-	-	-	-	-	-
ity I&S	-	-	-	-	-	-	-	-
bt Service I&S	-	-	-	-	-	-	-	-
24 CO Bond Proceeds	-	-	-	-	-	-	-	-
17A SWIFT CO's	-	-	-	-	-	-	-	-
2Z #1	784,878	-	-	-	-	-	-	-
2Z #1 - Tarrant County	-	-	-	-	-	-	-	-
re Reforestation Fund	-	-	-	-	-	-	-	-
adway Impact Fee Fund	-	-	-	-	-	-	-	-
Totals	\$ 1,569,755	\$ 1,078,371	\$ 1,077,353	\$ 1,071,328	\$ 507,881	\$ 1,566,985	\$ 554,989	\$ 1,012,115

September 30, 2024
Book & Market Value

Fund	Total	Herring Bank - Backup	PNC Bank	NexBank MMA	TexSTAR	TexPool	East West Bank CD 11/26/24	East West Bank CD 12/20/24	East West Bank CD 02/26/25
erating	\$ 3,188,732	\$ 237,134	\$ 2,951,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
neral Fund	8,687,922	-	-	2,630,215	1,064,231	43,785	773,888	-	1,546,205
ity Fund	5,104,458	-	-	2,828,762	42,071	-	773,888	-	-
ity Impact	1,004,397	-	-	1,004,397	-	-	-	-	-
ity Capital Projects	441,376	-	-	232,660	208,715	-	-	-	-
ity CIP Fund	637,832	-	-	-	-	-	-	-	-
s Well - Golf Course	284,248	-	-	-	-	284,248	-	-	-
s Well Royalty	135,499	-	-	-	-	135,499	-	-	-
veloper Proportionality Funds	1,222,385	-	-	-	-	1,222,385	-	-	-
ter Impact Fees	1,415,098	-	-	-	-	1,415,098	-	-	-
wer Impact Fees	2,305,166	-	17,520	558,116	1,181,415	-	-	548,115	-
ice Seizure Escrow	6,627	-	6,627	-	-	-	-	-	-
ice Evidence	35,360	-	35,360	-	-	-	-	-	-
les Tax Street Maintenance	479,460	-	-	366,296	113,164	-	-	-	-
me Control and Prevention	251,755	-	-	-	-	251,755	-	-	-
micipal Development District	4,310,384	-	-	-	-	2,179,087	-	-	-
RD - Capital Projects	114,340	-	-	-	-	114,340	-	-	-
neral Capital Project	3,538,082	-	-	2,763,599	-	-	-	-	-
orm Water	957,552	-	-	-	-	425,523	-	-	-
urt Technology	20,156	-	-	-	20,156	-	-	-	-
urt Security	79,700	-	-	-	62,941	16,759	-	-	-
tel/Motel Tax	357,787	-	-	-	357,787	-	-	-	-
imal Control Donations	44,646	-	-	-	44,646	-	-	-	-
imal Medical Fund	36,768	-	-	-	36,768	-	-	-	-
imal Shelter Donations	300,061	-	-	-	-	300,061	-	-	-
lf Course	722,233	-	-	438,333	283,900	-	-	-	-
ity I&S	277,878	-	-	-	272,349	5,529	-	-	-
bt Service I&S	100,042	-	-	-	100,042	-	-	-	-
24 CO Bond Proceeds	5,550,077	-	-	-	5,550,077	-	-	-	-
17A SWIFT CO's	222,450	-	-	-	222,450	-	-	-	-
RZ #1	3,056,279	-	-	1,002,104	-	1,279,692	-	-	-
RZ #1 - Tarrant County	899,001	-	-	-	899,001	-	-	-	-
ie Reforestation Fund	31,655	-	-	-	31,655	-	-	-	-
adway Impact Fee Fund	5,655	-	-	-	5,655	-	-	-	-
Totals	\$ 45,825,060	\$ 237,134	\$ 3,011,105	\$ 11,824,483	\$ 10,497,022	\$ 7,673,761	\$ 1,547,776	\$ 548,115	\$ 1,546,205

September 30, 2024
Book & Market Value

Fund	East West Bank CD 03/04/25	Texas Capital Bank CD 03/20/25	East West Bank CD 05/28/25	BOK Financial CDARS 06/19/25	BOK Financial CDARS 6/26/25	American Nat'l Bank CDARS 08/14/25	East West Bank CD 08/26/25	First Nat'l Bank CDARS 09/10/26
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	812,904	-	-	532,532	532,029	-	251,102	501,032
Utility Fund	175,072	-	-	532,532	-	-	251,102	501,032
Utility Impact	-	-	-	-	-	-	-	-
Utility Capital Projects	-	-	-	-	-	-	-	-
Utility CIP Fund	637,832	-	-	-	-	-	-	-
Swimming Well - Golf Course	-	-	-	-	-	-	-	-
Swimming Well Royalty	-	-	-	-	-	-	-	-
Developer Proportionality Funds	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Police Seizure Escrow	-	-	-	-	-	-	-	-
Police Evidence	-	-	-	-	-	-	-	-
Police Tax Street Maintenance	-	-	-	-	-	-	-	-
Crime Control and Prevention	-	-	-	-	-	-	-	-
Municipal Development District	-	1,073,385	-	-	-	1,057,912	-	-
FD - Capital Projects	-	-	-	-	-	-	-	-
General Capital Project	-	-	774,483	-	-	-	-	-
Storm Water	-	-	-	-	532,029	-	-	-
Smart Technology	-	-	-	-	-	-	-	-
Smart Security	-	-	-	-	-	-	-	-
Hotel/Motel Tax	-	-	-	-	-	-	-	-
Animal Control Donations	-	-	-	-	-	-	-	-
Animal Medical Fund	-	-	-	-	-	-	-	-
Animal Shelter Donations	-	-	-	-	-	-	-	-
Hill Country	-	-	-	-	-	-	-	-
Utility I&S	-	-	-	-	-	-	-	-
Water Service I&S	-	-	-	-	-	-	-	-
24 CO Bond Proceeds	-	-	-	-	-	-	-	-
17A SWIFT CO's	-	-	-	-	-	-	-	-
IZ #1	-	-	774,483	-	-	-	-	-
IZ #1 - Tarrant County	-	-	-	-	-	-	-	-
Reforestation Fund	-	-	-	-	-	-	-	-
Midway Impact Fee Fund	-	-	-	-	-	-	-	-
Totals	\$ 1,625,808	\$ 1,073,385	\$ 1,548,965	\$ 1,065,063	\$ 1,064,057	\$ 1,057,912	\$ 502,204	\$ 1,002,063



Presenter: Yael Hoffman, City Secretary

Agenda Item: Consider any action on the February 4, 2025 regular council meeting minutes

Background and Explanation:

Procedural.

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. Minutes 02-04-2025



MINUTES

Regular Meeting

Azle City Council

505 W. Main Street
Azle, Texas 76020

February 4, 2025

6:00 PM

Council Chambers

CALL TO ORDER

Mayor Brundrett called the meeting to order at 6:03 PM.

Members Present:

Mayor Alan Brundrett
Mayor Pro Tem Randa Goode
Councilmember Derrick Nelson
Councilmember Amy Estes
Councilmember Stacy Peek
Councilmember Rouel Rothenberger
Councilmember Brian Conner

Staff Present:

Tom Muir	City Manager
Lawrence Bryant	Assistant City Manager
Yael Hoffman	City Secretary
Susie Hiles	Assistant to the City Manager
Rick White	Director of Public Services
Kristen Pegues	Community and Marketing Specialist
Will Scott	Fire Chief
Lee Godbold	Assistant Fire Chief
Stephen Barnes	Finance Director

INVOCATION

Father Wilson Lucka, pastor at Holy Trinity Catholic Church in Azle, gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Brundrett led the Pledge of Allegiance

PUBLIC PARTICIPATION

None.

PRESENTATIONS

1. Community Waste Disposal Annual Report

Mayor Brundrett recognized Robert Medigovich, CWD Municipal Coordinator, who gave an annual review of the city's solid waste/recycling services and community participation for 2024.

ACTION ITEMS

2. Consider any action on the January 21, 2025 regular council meeting minutes.

Councilmember Rothenberger moved to approve the January 21, 2025 regular council meeting minutes, as presented. Mayor Pro Tem Goode seconded the motion.

Yes: (7) Alan Brundrett, Randa Goode, Derrick Nelson, Amy Estes, Stacy Peek, Rouel Rothenberger, Brian Conner

3. Consider any action on the Facade and Signage Improvement Program application for Mandala Elemental Wonders at 133 W. Main St.

Mayor Pro Tem Goode moved to approve the Facade and Signage Improvement Program application for Mandala Elemental Wonders, 133 W. Main St, and waive the city's portion of the permit fee. Councilmember Rothenberger seconded the motion.

Yes: (7) Alan Brundrett, Randa Goode, Derrick Nelson, Amy Estes, Stacy Peek, Rouel Rothenberger, Brian Conner

4. Consider any action on the Facade and Signage Improvement Program application for Flying G Western Wear at 109 E. Main St.

Councilmember Nelson moved to approve the Facade and Signage Improvement Program application for Flying G Western Wear, 109 E. Main St, and waive the city's portion of the permit fee. Mayor Pro Tem Goode seconded the motion.

Yes: (7) Alan Brundrett, Randa Goode, Derrick Nelson, Amy Estes, Stacy Peek, Rouel Rothenberger, Brian Conner

DISCUSSION ITEMS

5. The FeedLot

Mayor Brundrett recognized Community and Marketing Specialist Kristen Pegues, who provided an update on The FeedLot, noting the old house has been demolished. Updates proposed for The FeedLot include adding a sidewalk, adding another driveway, expanding the parking area, adding shade structures, and installing speakers (CWD has offered a sponsorship to purchase speakers with their logo on the speakers). The Council decided to explore the option of a distressed, metal-roofed pavilion instead of installing shade sails, and they requested adding wooden picnic tables and Wi-Fi service.

6. Traffic signals on North Stewart and South Stewart at SH199 frontage roads and Park St.

City Manager Tom Muir provided an update on the traffic signals at North and South Stewart Street. He stated Staff met with TxDOT, and TxDOT conducted a traffic study that showed fully-functioning traffic lights are warranted. After some discussion, the Council agreed for TxDOT to reactivate the traffic signals at the intersections of SH199 frontage roads and North & South Stewart Streets, set the traffic signals at the intersection of N Stewart St and Park St to flashing yellow at N Stewart Street, and flashing red at Park Street.

7. Short-term rental ordinance

This item was postponed to the next meeting.

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS

None

MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

- The Senior Center has been re-branding itself with the help of Amanda Scott, The FeedLot coordinator. They have established a new Facebook page and are adding new activities to generate interest in the Center.

- 02-03-2025 - Cross Timbers Golf Course began their renovation of the driving range. The driving range is closed. Reopening Fall 2025.
- 02-07-2025 - Coffee with First Responders at Texas Drip
- 02-14-2025 - Last day to file for a place on the ballot.
- 02-17-2025 - Presidents' Day - City facilities are closed.
- 03-04-2025 - Next Citizens Police Academy begins.

EXECUTIVE SESSION

Mayor Brundrett convened to Executive Session at 7:39 PM.

Mayor Brundrett reconvened to open session at 8:55 PM.

551.074 PERSONNEL MATTERS

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager.

8. Take any action on any items pursuant executive session. .

Mayor Brundrett thanked City Manager Muir for his hard work and a job well done.

Mayor Pro Tem Goode moved to approve a 4.5% salary increase for the City Manager retroactive to his anniversary date. Councilmember Rothenberger seconded the motion.

Yes: (7) Alan Brundrett, Randa Goode, Derrick Nelson, Amy Estes, Stacy Peek, Rouel Rothenberger, Brian Conner

ADJOURNMENT

Mayor Brundrett adjourned at 8:57 PM.

Presented and approved on February 18, 2025.

Alan Brundrett, Mayor

Attest:

Yael Hoffman, TRMC, CMC
City Secretary



Presenter: Rick White, Public Services Director

Agenda Item: Consider any action on awarding the Walnut Creek Lift Station Project (Bid No. 2025-02)

Background and Explanation:

The Walnut Creek Lift Station Project (Bid No. 2025-02) provides for the installation of an above ground package lift station, a generator, electrical control panel, as well as new piping. This project is funded in the FY2024-25 budget, by the Capital Projects Fund.

On February 6, 2025, five (5) sealed bids were opened and read aloud for the Project. Haynie Leadership Group, Inc. dba A&V Water out of Dallas, Texas submitted the lowest responsible bid at \$1,149,695.81.

The bids have been reviewed and references checked by the consulting engineer, Jacob Martin LLC, and they recommend awarding the bid to Haynie Leadership Group, Inc. dba A&V Water.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Staff recommends the Project be awarded to Haynie Leadership Group, Inc. dba A&V Water for \$1,149,695.81.

Attachments:

1. JM Letter of Recommendation



INTEGRITY
EXCELLENCE
TRUST

February 13, 2025

Rick White, Director of Public Services
City of Azle
505 W. Main Street
Azle, Texas 76020

RE: Letter of Recommendation

Dear Mr. White:

On February 6, 2025 bids were opened for the Walnut Creek Lift Station project. This project included furnishing and installing a new package wastewater lift station, a generator, and all ancillary piping, conduit, and equipment. Five bids were received with the low base bid of \$1,149,695.81 being turned in by Haynie Leadership Group, Inc. dba A&V Water out of Dallas, Texas. Deductible alternates were included for removing the aerator and the generator from the bid. The total deductible alternate bid was \$164,797.26.

We have checked numerous references for Haynie Leadership Group, Inc. dba A&V Water and see no reason not to award the contract. Based on our communication with the City, we recommend awarding the base bid to Haynie Leadership Group, Inc. dba A&V Water for the total contract amount of \$1,149,695.81.

Based on the Council's preference for awarding the project, we will prepare documents for execution by the Contractor and the City.

Sincerely,

JACOB | MARTIN

Derek Turner, P.E.
Attachments – Bid Tabulation



3465 Curry Lane
Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
325.695.1070

4920 S. Loop 289, Suite 106
Lubbock, TX 79414
806.368.6375

1925 Fort Worth Highway
Weatherford, TX 76086
817.594.9880

Bid Tabulation

Engineer: Jacob & Martin, LLC
Weatherford, Texas

For all Labor, Materials, Equipment, and Incidentals to Furnish and Install the Following:				Haynie Leadership Group, Inc. dba A&V Water		Legacy Contracting, LP dba Control Specialist, LP		Mayim Municipal Builders, LLC		McDonald Municipal and Industrial, a Division of C.F. McDonald Electric, Inc.		Triad Service Group, LLC	
				715 Fort Worth Ave.		4916 E. HWY 380		1557 Edelweiss Dr.		5044 Timber Creek		212 E. Virginia St., Suite 9	
				Dallas, TX 76208		Decatur, TX 76234		Allen, TX 75002		Houston, TX 77017		McKinney, TX 75069	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Bonds & Insurance (10%)	1	LS	\$ 57,092.42	\$ 57,092.42	\$ 99,500.00	\$ 99,500.00	\$ 144,033.00	\$ 144,033.00	\$ 161,000.00	\$ 161,000.00	\$ 92,000.00	\$ 92,000.00
2	Demolition (as described in the Plans)	1	LS	\$ 17,250.00	\$ 17,250.00	\$ 57,900.00	\$ 57,900.00	\$ 57,000.00	\$ 57,000.00	\$ 10,000.00	\$ 10,000.00	\$ 135,000.00	\$ 135,000.00
3	Modifications to the Lift Station Basin Per Plan Sheet C-05	1	LS	\$ 23,000.00	\$ 23,000.00	\$ 74,325.00	\$ 74,325.00	\$ 107,000.00	\$ 107,000.00	\$ 30,000.00	\$ 30,000.00	\$ 155,000.00	\$ 155,000.00
4	Exterior Electrical Components for the Package Lift Station (components specific to the operation of the package lift station outside of the building)	1	LS	\$ 89,056.58	\$ 89,056.58	\$ 128,500.00	\$ 128,500.00	\$ 332,000.00	\$ 332,000.00	\$ 436,865.00	\$ 436,865.00	\$ 795,000.00	\$ 795,000.00
5	Exterior Plumbing Components for the Package Lift Station (components specific to the operation of the package lift station outside of the building)	1	LS	\$ 62,100.00	\$ 62,100.00	\$ 47,850.00	\$ 47,850.00	\$ 69,000.00	\$ 69,000.00	\$ 100,000.00	\$ 100,000.00	\$ 106,000.00	\$ 106,000.00
6	Aeration System	1	LS	\$ 25,693.26	\$ 25,693.26	\$ 6,500.00	\$ 6,500.00	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 50,000.00	\$ 50,000.00
7	Emergency Generator and ATS (including all necessary ancillary components, conduit, conductors, and connections)	1	LS	\$ 139,104.00	\$ 139,104.00	\$ 165,000.00	\$ 165,000.00	\$ 127,000.00	\$ 127,000.00	\$ 150,000.00	\$ 150,000.00	\$ 265,000.00	\$ 265,000.00
8	Package Self-Priming Lift Station (includes building and base and all components within the building as shown on the Plans and described in the Specifications)	1	LS	\$ 642,432.55	\$ 642,432.55	\$ 593,238.00	\$ 593,238.00	\$ 580,000.00	\$ 580,000.00	\$ 558,637.00	\$ 558,637.00	\$ 875,000.00	\$ 875,000.00
9	SCADA System	1	LS	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00	\$ 18,967.00
10	Owner's Allowance	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
TOTAL BASE BID (Items 1 - 10)					\$ 1,149,695.81		\$ 1,266,780.00		\$ 1,515,000.00		\$ 1,546,469.00		\$ 2,566,967.00

DEDUCTIBLE ALTERNATE BID

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
DA1	Aeration System	1	LS	\$ 25,693.26	\$ 25,693.26	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -
DA2	Emergency Generator and ATS (including all necessary ancillary components, conduit, conductors, and connections)	1	LS	\$ 139,104.00	\$ 139,104.00	\$ 155,000.00	\$ 155,000.00	\$ 127,000.00	\$ 127,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -
TOTAL DEDUCTIBLE ALTERNATE BID (ITEMS DA1-DA2)					\$ 164,797.26		\$ 160,500.00		\$ 132,000.00		\$ 156,000.00		\$ -



Presenter: Tom Muir, City Manager

Agenda Item: Consider any action authorizing the City Manager to execute an interlocal agreement with the Azle Independent School District and Tarrant County to provide school zone signs and flashers on Sandy Beach Road

Background and Explanation:

The Azle Independent School District (AISD) wants to install school zone signs with flashing lights on Sandy Beach Rd., generally serving Forte Junior High and Hoover Elementary School. AISD will be funding the flashers, poles, solar panels, etc. Tarrant County will be funding school zone signs and providing rights of way (ROW). The City will be authorizing the County to install school zone signs and flasher equipment in it's ROW on Sandy Beach Rd. (please see attached interlocal agreement with exhibits).

AISD and Tarrant County will be bearing the costs for the project. The City has no financial responsibility.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Authorize the execution of the attached interlocal agreement.

Attachments:

1. Agreement

THE STATE OF TEXAS

INTERLOCAL AGREEMENT

COUNTY OF TEXAS

BACKGROUND

This Interlocal Agreement is between County of Tarrant ("COUNTY"), The City of Azle (CITY) and the Azle Independent School District ("AISD");

Sections 791.001 – 791.029 of the Texas Government Code provide legal authority for this Agreement;

During the performance of the governmental functions and the payment for the performance of those governmental functions the parties will make the performance and payment from current revenues legally available to that party; and

The Commissioners Court of the COUNTY, the City Council of the CITY and the School Board of the AISD each find:

- a. This Agreement serves the common interest of both parties;
- b. This Agreement will benefit the public;
- c. The division of costs fairly compensates both parties to this Agreement; and
- d. The AISD, CITY and COUNTY have authorized their representative to sign this Agreement.

The Parties therefore agree as follows:

TERMS AND CONDITIONS

1. COUNTY RESPONSIBILITY

COUNTY will fund and furnish the labor and equipment for the installation of school zone signs on Sandy Beach Road within the unincorporated area of the County.

2. AISD RESPONSIBILITY

- 2.1 AISD will fund and furnish all materials for the installation of flashers including poles, solar panels, wiring, break away foundations, etc.
- 2.2 AISD will fund and maintain all the materials for the flasher including poles, solar panels, wiring, break away foundations, etc.
- 2.3 AISD will fund and be responsible for contacting ALL utilities prior to installation of flasher poles including, excavation, ensuring the marking of all utilities prior to installation, and coordinating with utilities for relocation, if necessary, as required by law.

3. AZLE RESPONSIBILITY

CITY authorized the COUNTY to install school zone signs and flasher equipment in the CITY right of way on Sandy Beach Road.

4. PROCEDURES DURING PROJECT

COUNTY retains the right to inspect and reject all materials provided for this project.

If the AISD has a complaint regarding the construction of the project, the AISD must complain in writing to the COUNTY within 30 days of project completion. Upon expiration of 30 days after project completion, the AISD becomes responsible for maintenance of the project, with exception of the signs in the COUNTY right-of-way.

5. NO WAIVER OF IMMUNITY

This agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This agreement does not waive AISD rights under legal theory of sovereign immunity. This agreement does not waive AZLE rights under legal theory of sovereign immunity.

6. TIME PERIOD FOR COMPLETION

County will give the AISD notice to proceed at the appropriate time. However, AISD is under no duty to commence construction at any particular time.

7. THIRD PARTY

The parties do not enter into this agreement to protect any specific third party. The intent of this agreement excludes the idea of a suit by a third-party beneficiary. The parties to this agreement do not consent to the waiver of sovereign immunity under Texas law to the extent any party may have immunity under Texas law.

8. JOINT VENTURE & AGENCY

The relationship between the parties to this agreement does not create a partnership or joint venture between the parties. This agreement does not appoint any party as agent for the other party.

9. EFFECTIVE DATE

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed.

10. EXECUTION OF AGREEMENT

This agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. The exchange of copies of this agreement and of signature pages by electronic transmission shall constitute effective execution and delivery of this agreement as to the parties and may be used in lieu of the original agreement for all purposes. Signatures of the parties transmitted or executed electronically shall be deemed to be their original signatures for any purposes whatsoever.

10. COMPLIANCE WITH LAWS

In providing the services required by this Agreement, COUNTY, ASID and CITY must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. COUNTY, ASID and CITY shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

COUNTY OF TARRANT

AZLE INDEPENDENT SCHOOL

STATE OF TEXAS

DISTRICT

By: Separate Electronic Signature Page

Tim O'Hare

County Judge

Signed on: _____

AISD Board President

Signed on: _____

CITY OF AZLE

STATE OF TEXAS

Tom Murr

City Manager

Signed on: _____

APPROVED AS TO FORM:

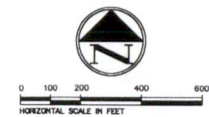
APPROVED AS TO FORM AND
LEGALITY

Criminal District Attorney's Office*

City Attorney's Office

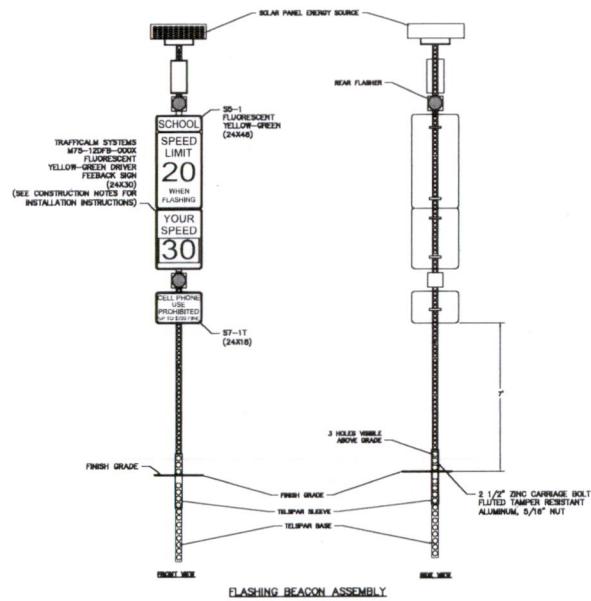
*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

07/07/2024 - 8:53AM
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THE SEAL APPEARING ON THIS DOCUMENT WAS
AUTHORIZED BY CHRISTOPHER J. CHAFFIN ON
10/07/2024. ALTERATION OF A SEALED DOCUMENT
WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE
ENGINEER IS AN OFFENSE UNDER THE TEXAS
ENGINEERING PRACTICE ACT.

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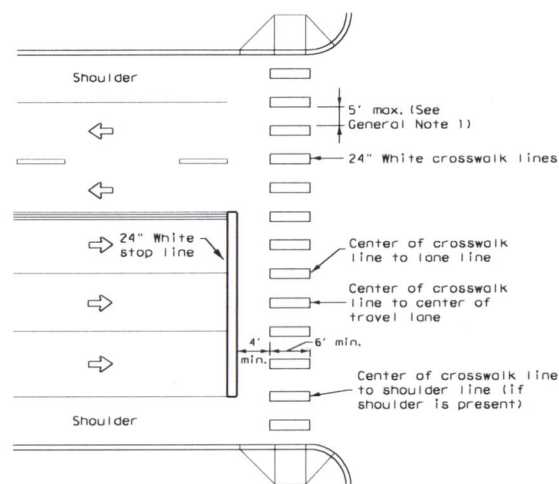


THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY CHRISTOPHER J. CHA, P.E. 112732 ON 10/07/2024. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

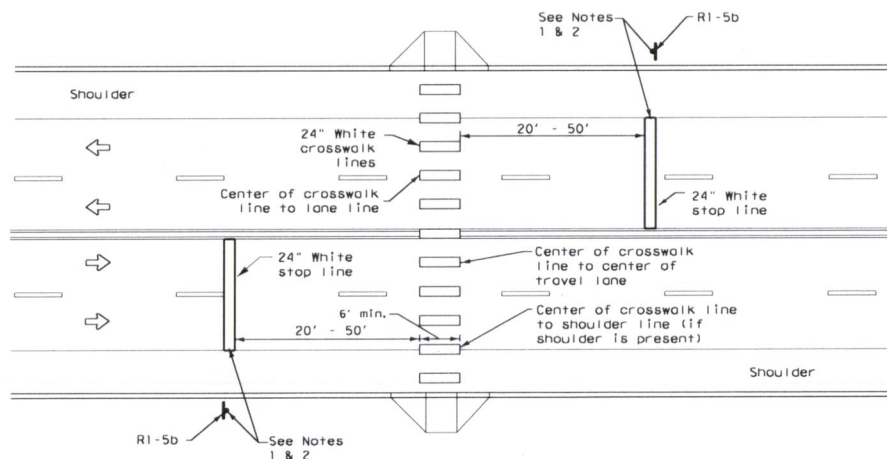
PROJECT NAME

DISCLAIMER: This standard is approved by the Texas Engineering Practice Act. No warranty of any kind is made by TxDOT or its employees, consultants, or contractors for the use or misuse of this standard to other formats or for indirect results or damages resulting from its use.

DATE: FILE:



**HIGH-VISIBILITY LONGITUDINAL CROSSWALK
AT CONTROLLED APPROACH**



**UNSIGNALIZED MIDBLOCK HIGH-VISIBILITY
LONGITUDINAL CROSSWALK**

GENERAL NOTES

1. Longitudinal crosswalk lines should not be placed in the wheel path of vehicles. Center the crosswalk lines on travel lanes, lane lines, and shoulder lines (if present).
2. A minimum 6' clear distance shall be provided to the curb face. If the last crosswalk line falls into this distance it must be omitted.
3. For divided roadways, adjustments in spacing of the crosswalk lines should be made in the median so that the crosswalk lines are maintained in their proper location across the travel portion of the roadway.
4. At skewed crosswalks, the crosswalk lines are to remain parallel to the lane lines.
5. Each crosswalk shall be a minimum of 6' wide.
6. The High-Visibility Longitudinal Crosswalk is the preferred crosswalk pattern on State Highways. Other crosswalk patterns as shown in the "Texas Manual on Uniform Traffic Control Devices" may be used. All crosswalk designs and dimension shall comply with the "Texas Manual on Uniform Traffic Control Devices."
7. Final placement of Stop Bar and Crosswalk shall be approved by the Engineer in the field.

MATERIAL SPECIFICATIONS

PAVEMENT MARKERS (REFLECTORIZED)	DMS-4200
EPOXY AND ADHESIVES	DMS-6100
BITUMINOUS ADHESIVE FOR PAVEMENT MARKERS	DMS-6130
TRAFFIC PAINT	DMS-8200
HOT APPLIED THERMOPLASTIC	DMS-8220
PERMANENT PREFABRICATED PAVEMENT MARKINGS	DMS-8240

All pavement marking materials shall meet the required Departmental Material Specifications as specified by the plans.

NOTES:

1. Use stop bars with Stop Here For Pedestrians (R1-5b) signs at unsignalized midblock crosswalks.
2. Use stop bars with STOP HERE ON RED (R10-6 or R10-6a) signs at midblock crosswalks controlled by traffic signals or pedestrian hybrid beacons.

		Traffic Safety Division Standard	
CROSSWALK PAVEMENT MARKINGS			
PM(4)-22A			
FILE: PM(4)-22A.dgn	DATE: 12/22/2022	BY: []	CHECKED: []
REVISIONS 1-20 6-22 12-22		COUNTY: [] DISTRICT: []	SHEET NO.: 3



Presenter: Tom Muir, City Manager

Agenda Item: Consider any action on Resolution No. 2025-04 designating the *Commercial Recorder* as the official newspaper.

Background and Explanation:

The *Tri-County Reporter* (formerly known as *The Azle News*) has been the City's official newspaper for many years. Sadly, the *Tri-County Reporter* will be ceasing operations later this month - their last publication will be on February 27, 2025.

Chapter 52.004 of the *Texas Local Government Code* states "The governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected." Each notice, ordinance or other matter required by law is to be published in a respective municipality's official newspaper.

Staff has identified the *Commercial Recorder* as a publication which satisfies these requirements and their publication rates are significantly less than the *Fort Worth Star Telegram*. They cover Parker County, as well.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Approve Resolution No. 2025-04.

Attachments:

1. RES 2025-04

RESOLUTION NO. 2025-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS DESIGNATING COMMERCIAL RECORDER AS THE OFFICIAL NEWSPAPER FOR THE CITY OF AZLE.

WHEREAS; the City of Azle is a Home Rule Municipality located in Tarrant/Parker County Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council finds that the “**Commercial Recorder**” is a paper of general circulation within the City of Azle; and

WHEREAS, the City Council finds that the “Commercial Recorder” is a publication that meets all the criteria legally required of an officially designated newspaper for the City of Azle [LGC 52.004]

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS THAT:

SECTION 1 The “Commercial Recorder” is designated as the official newspaper for the City of Azle starting March 1, 2025.

SECTION 2 The City will publish in the “Commercial Recorder” each ordinance, notice or other matter required to be published by law.

SECTION 3 This resolution shall become effective immediately upon passage.

PASSED AND APPROVED on this the 18th day of February 2025, at regular meeting of the City Council of the City of Azle, Texas.

Alan Brundrett, Mayor

ATTEST:

Yael Hoffman, TRMC, City Secretary



Presenter: Tom Muir, City Manager
Agenda Item: Facade and Signage Improvement Program.

Background and Explanation:

Possible revisions to the Facade and Signage Improvement Program will be discussed.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. FSIP-Guidelines-2024



Facade and Signage Improvement Program (FSIP)

Guidelines and Application

Revised: August 2024

A free program for City of Azle business property owners or tenants seeking to renovate or restore their exterior signage, awnings, lighting, or commercial building façade.

Quick Links:

- [Introduction](#)
- [Definitions](#)
- [Eligibility Criteria](#)
- [Design Principles and Guidelines](#)
 - [Eligible Facade/Signage Improvements](#)
 - [Ineligible Improvements/Expenses](#)
- [Program Assistance](#)
- [Application Process](#)
- [Termination](#)
- [Application](#)
- [Application Checklist](#)

A. INTRODUCTION

The City of Azle has established the Facade and Signage Improvement Program (FSIP), which will provide technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting or commercial building facades. The FSIP is designed to impact properties in need of revitalization, resulting in the improved exterior, visibility and presentation of a business. The FSIP is not designed to subsidize corrections to building code violations that prolong the life of a commercial property.

There are two (2) kinds of grants that may be applied for: General Project Grant and a Signage Project Grant. Both grants may be applied for any number of times until the aggregated maximum amount is reached on the same property in a calendar year.

GENERAL PROJECT GRANT

The FSIP will provide a fifty percent (50%) General Project matching grant of up to \$10,000 for the funding of well-designed improvements which will coordinate all the important features of the storefront into a more attractive image while creating, if necessary, an accessible entrance for the public. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting.

SIGNAGE PROJECT GRANT

An additional fifty percent (50%) Signage Project matching grant up to \$5,000 may be available for improvement of existing signage or construction of new City-approved signage.

City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants. Applicants, however, will be responsible for hiring licensed architects and contractors to refine this conceptual design depending on the scope of work.

B. DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: the Property owner or business occupant signing the Application for a Facade and Signage Improvement Grant.

Aggregate Amount: the total accumulated dollar amount during a calendar year.

Construction Costs: the cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively,

the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

DRC: the City's Development Review Committee.

Eligible Enhancements: the improvements identified as eligible in Section C herein.

Facade: the portion of the building visible from the primary right-of-way as determined by City.

MDD: the Municipal Development District (Tarrant County side of Azle)

Notice to Proceed: a written notice from City Staff authorizing the Applicant to begin construction as approved by the City.

Property: the physical lot and/or building to which improvements are being made.

Staff: the City Manager or their designee(s).

Sweat Equity: the cost or value of a party's contribution to a project in the form of labor

C. ELIGIBILITY CRITERIA

The following criteria must be met for participation in FSIP:

1. Applicants must be commercial property owners or commercial tenants located in the City of Azle;
2. Tenants must have written approval from property owners to participate in program;
3. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement;
4. Applicants must be up to date on all municipal taxes prior to participation in the program;
5. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding that the overall objective of the FSIP is to improve the exterior, visibility and presentation of a property; the City has the discretion to decline an application while suggesting enhancements that would enable future acceptance.
8. Ineligible businesses: non-profits, government offices, residences, home businesses, and sexually-oriented businesses.

D. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as meet City standards with regards to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

1. Eligible Facade/Signage Improvements:

- a. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
- b. Window replacement and window framing visible from the street which is appropriately scaled to the building;
- c. Visually appealing and appropriate City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
- d. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building Facade;
- e. Awnings or canopies which can be both functional and visually appealing;
- f. Edging, curbing, irrigation installation and repair, approved trees, landscaping beds (not including planting material) or other landscaping features where appropriate;
- g. Cleaning, repainting (including mural installation) or residing of building;
- h. Asphalt overlay of parking lots visible from street;
- i. New storefront construction, appropriately scaled within an existing building;
- j. Removal of architectural barriers to public accessibility.
- k. Replacement or repair of the portions of the roof that are visible from an adjacent public street.
- l. Replacement or repair of existing gutters and/or downspouts.
- m. Installation of new sidewalks and/or the replacement or repair of existing sidewalks.
- n. Outdoor dining/seating, including benches/porch swings and shade structures
- o. Taxes

2. Ineligible Improvements/Expenses:

- a. exterior improvements located on the sides or rear of buildings;
- b. interior improvements;
- c. playground or recreational equipment;
- d. structural changes;
- e. burglar bars;

- f. security/alarm system;
- g. "sweat equity" (See definition in Section B);
- h. new commercial construction;
- i. gazebos;
- j. trellises;
- k. window boxes;
- l. permitting fees;
- m. architectural, survey or other professional fees;
- n. asbestos testing, removal, abatement, or remediation; or
- o. improvements for which insurance monies are received
- p. outline lighting;
- q. parking lot striping only

3. *Prior Improvements*

Any permits, alterations, or improvements pertaining or relating to the FSIP application made prior to application submission or receiving a "Notice to Proceed" are not eligible for reimbursement.

4. *Alterations*

Applicant must agree not to change or alter the improved Facade without prior written approval from the City for four (4) years from the date of grant payment.

E. PROGRAM ASSISTANCE

1. *Financial Assistance*

Funding offered is a matching grant in which the FSIP reimburses Applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for Facade improvements and an additional fifty percent (50%) match, up to \$5,000 for new City-approved signage*. Architectural design fees may not be included in the total cost of eligible improvements.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be "in-kind." The FSIP will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between the City and Applicant.

2. *Application and Information*

If you wish to participate in the FSIP, please contact the City of Azle Economic Development Department, (817) 444-7076 office or e-mail econdev@cityofazle.org.

F. APPLICATION PROCESS

All prospective applicants must follow the application process in the order outlined below.

1. Applicant meets with Economic Development Director for initial project discussions and files an application.
2. Applicant meets with Staff to discuss building program and design alternatives.
3. Applicant's architect prepares final design drawings and submits them to Staff for review and approval.
4. Applicant must submit two (2) competitive bids on the proposed work and clearly identify which bid will be utilized. If there is an extreme difference between bids, the applicant will be required to provide a narrative as to why they chose the more expensive bid or why the other bid is so low.
5. Proposed project will be presented to the DRC for review followed by review by the City Manager. The proposed project will then be presented to the Azle City Council for final review/approval.
6. Staff sends applicant a "Notice to Proceed" and fully executed Facade and Signage Improvement Program Agreement. **Any portion of work initiated or completed prior to submitting an application or receiving the "Notice to Proceed" will not be reimbursed.**
7. Applicant has sixty (60) days from the date the Notice to Proceed is sent to begin implementation of approved improvements. Applicant must provide Staff with copies of all building permits and certifications received from improvement project.
8. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
9. Applicant notifies Staff once project is completed.
10. Staff certifies the improvements comply with the final drawings and specifications.
11. Applicant must submit copies of all paid invoices and receipts with verification of funds disbursement (copy of check, bank statement withdrawal, credit card statement, etc.) to the Economic Development Director, who then submits request for reimbursement check.
12. If the application is denied, the Applicant will not be allowed to reapply to the Program for 120 days from the original application date.
13. Any approved applicants may apply for additional grants any number of times until the aggregated maximum amount of \$10,000 for General Projects and \$5,000 for Signage Projects is reached on the same property in a calendar year.
14. Approved projects must be completed within six (6) months of approval and turn in all receipts for approval and reimbursement. If the applicant is unable to complete the work within this timeframe, applicant must make a written request for an extension. Extensions will be limited to two (2) – sixty (60) day periods.

The City reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

G. TERMINATION

The City of Azle has the right to terminate any agreement under the FSIP if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Facade and Improvement Program Agreement with the City of Azle and the receipt of a Notice to Proceed.

Facade and Signage Improvement Program Application

Please return completed application with necessary attachments and signature to City of Azle Economic Development Office, 505 W Main Street, Azle TX 76020 or mail to PO Box 1378 Azle, TX 76098. If you have any application questions, please contact the Economic Development Director at 817-444-7076.

Applicant Name	Date
Business Name	
Mailing Address	
Contact Phone	
Email Address	
Building Owner (if different than applicant)	
Project Site/ Address	County

Type of Work: (check all that apply)

Façade/Building Rehab ☐ Roofing ☐ Landscaping ☐
Parking & Driveways ☐ Awnings ☐ Pedestrian Amenities ☐
Signage ☐ Outdoor Seating/Patio ☐

Details of Planned Improvements relating Grant Request (attach additional information if necessary)

How will this project benefit the community?

General Project Expenditures	Total Estimated Costs	50% Grant Requested
Façade/Building Rehab		
Roofing		
Landscaping		
Parking/Driveways		
Awnings		
Pedestrian Amenities		
Outdoor Seating/Patio		
Total		

Total General Project grant request may not exceed 50% of TOTAL COST up to \$10,000

Signage Project Expenditures	Total Estimated Costs	50% Grant Requested
Signage		
Total		

Total Signage Project grant request may not exceed 50% of TOTAL COST up to \$5,000

Request Total	
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** Attach with final design drawings and photographs of building's exterior Façade.*

Applicant Signature

Date

Property Owner Signature

Date

Application Checklist

- ☐ Completed application with details of planned improvements
- ☐ Copies of bids
- ☐ Photographs of existing building conditions

Return completed application with necessary attachments and signature to:

City of Azle - Economic Development Office
505 W Main Street
Azle, TX 76020

Mailing Address:
PO Box 1378
Azle, TX 76098

If you have any application questions, please contact the Economic Development Director at 817-444-7076



Presenter: Tom Muir, City Manager

Agenda Item: Short term rentals

Background and Explanation:

Mayor Pro Tem Goode asked for an update on development of a short term rental ordinance.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. STR Ordinance - Draft (2)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF AZLE, TEXAS, AMENDING CHAPTER 4, "BUSINESS REGULATIONS," OF THE CODE OF ORDINANCES, CITY OF AZLE, TEXAS, TO CREATE AN ARTICLE DEFINING AND GOVERNING THE STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS; AMENDING APPENDIX A, "FEE SCHEDULE," TO PROVIDE FOR ADMINISTRATIVE FEES ASSOCIATED WITH THE PERMITTING AND INSPECTION OF SHORT-TERM RENTALS; AMENDING CHAPTER 14A, "ZONING ORDINANCE," TO IDENTIFY SHORT-TERM RENTALS AS A PERMITTED USE IN ZONING DISTRICTS WITH RESIDENTIAL USES, SUBJECT TO CERTAIN CONDITIONS, AND TO AUTHORIZE THE BOARD OF ADJUSTMENT TO HEAR SPECIAL EXCEPTIONS IN CERTAIN CIRCUMSTANCES; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Azle, Texas (the "City"), is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council of the City ("City Council"), recognizes the City's proximity to tourist destinations in the Dallas-Fort Worth Metroplex, including nearby Eagle Mountain Lake; and

WHEREAS, in the City and elsewhere, the increase in the number of persons or entities desiring to rent their residential properties has led to the proliferation of transient and vacation rental uses within neighborhoods previously planned, approved, and constructed for solely residential use; and

WHEREAS, the use of residential properties by individuals for short periods of time may negatively impact the original residential character of neighborhoods that was an inducement for owners to buy their homes in such neighborhoods due, in part, to substituting permanent residents with transient visitors and thereby reducing or eliminating common goals, cohesiveness, communication, and accountability between permanent residents; and

WHEREAS, the regulation of the use and operation of such "short-term rental" property is intended to prevent the further erosion of pre-existing and stable neighborhoods, and further advance the City Council's commitment to preserving the residential character of its neighborhoods; and

WHEREAS, the rise of substitute land uses for residential property contributes to

the shortage of affordable housing for both homeowners and long-term renters; and

WHEREAS, the proliferation of unregulated short-term rentals presents fire and structural safety concerns that are not applicable to structures used for permanent occupancy but are deemed necessary to accommodate guests who, as visitors to the City, will rely on City emergency services in the event of a crisis; and

WHEREAS, the City has received numerous complaints from neighbors seeking to resolve issues with parking, noise, and other adverse effects related to the operation of short-term rentals in residential areas; and

WHEREAS, the purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not cause adverse impacts to residential neighborhoods due to the intensive nature of the use creating excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions; and

WHEREAS, the City Council has reviewed data and information from other cities' experiences with short-term rentals and used this data and information to develop a regulatory structure suitable for the circumstances within the City; and

WHEREAS, the City Council finds and determines that regulations related to short-term rental uses should be adopted to define short-term rentals, establish standards for operation and appropriate review processes applicable to short-term rentals, and establish commensurate permitting and inspection fees; and

WHEREAS, the Planning and Zoning Commission of the City held a public hearing on [REDACTED], and the City Council held a public hearing on [REDACTED], with respect to the short-term rental regulations described herein; and

WHEREAS, the City Council finds that regulating the short-term rental of residential property is necessary for promoting the health, safety, and welfare of the general public, ensuring consistency in land uses and development, and protecting the rights of property owners, residents, and visitors in the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AZLE, TEXAS, THAT:

SECTION 1.

Chapter 4, "Business Regulations," of the Code of Ordinances, City of Azle, Texas, ("the Code") is hereby amended by adding a new Article 4.11 to read as follows:

"ARTICLE 4.11. SHORT-TERM RENTAL

Commented [RR1]: Staff to complete

Commented [RR2]: Staff to complete

§ 4.11.001 **Purpose.**

The purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

§ 4.11.002 **Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bathroom. Enclosed space containing one or more bathtubs, showers, or both, as well as one or more toilets, lavatories or fixtures serving similar purposes.

Bedroom. A room used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entry way, garage, patio, breezeway, or other purpose.

Block. A tract of land bounded by streets, or a combination of streets, public parks, railroad rights-of-way, shorelines of waterways, or corporate limits.

Block face. The portion of a block abutting one side of a street and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and another boundary such as a railroad right-of-way, unsubdivided land, watercourse, or municipal boundary. A corner lot shall be part of the block face parallel to the lot's front lot line.

Code or city code. The Code of Ordinances, City of Azle, Texas.

Department. The planning and development department of the city.

Director. The director of planning and development of the city or their designated representative.

Fire marshal. The fire marshal of the city or their designated representative.

Occupant. The person(s) who have lawfully obtained the exclusive use and possession of the short-term rental premises from the owner and/or operator, and the guest(s) of such person(s).

Operator. The owner or local responsible party tasked with managing a property operating

as a short-term rental on behalf of the owner.

Owner. The individual or entity that owns a property operating as a short-term rental.

Permit. The permit issued pursuant to the terms of this article authorizing the operation of a short-term rental.

Short-term rental. The rental for compensation, of any residence or residential structure, or a portion of a residence or residential structure, located within a zoning district where the residential use is lawful, for the purpose of overnight lodging for a period of less than thirty (30) days. A short-term rental shall not include a hotel or motel.

§ 4.11.003 **Short-term rental permit application.**

It shall be unlawful for any owner, operator, or other person to advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the city as a short-term rental for which a permit application has not been properly made and filed with the department, and a permit issued. A permit application shall be made upon forms furnished by the city for such purpose, shall be accompanied by the application fee identified in appendix A of the code, and shall specifically require the following minimum information:

- (1) The name, address, contact information, and signature of the owner of the premises (or signed owner authorization, on a form provided by the city);
- (2) The name, address, and phone number of a twenty-four (24)-hour contact;
- (3) The registration number for the city hotel occupancy tax as required by section 4.11.004 (m), below;
- (4) A parking plan of the premises identifying the location and quantity of parking spaces to be used in conjunction with the short-term rental, in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying the proposed maximum number of occupants, bedrooms, other living spaces, location of safety features, and emergency evacuation routes;
- (6) The name, contact information, and rules for the applicable homeowners' association (HOA), if any;
- (7) Proof of liability insurance, which shall meet the following minimum requirements:
 - (A) The city, its officials, employees, agents and officers shall be named as an "additional insured" on all policies;
 - (B) The policy should provide a minimum liability coverage of \$1,000,000 (one million dollars); and

Commented [RR3]: This ordinance is structured to create a permit structure for STRs without needing to go through the SUP process. As discussed previously, there are other options; for example, SUP only, or one-time SUP + annual permit.

Commented [RR4]: We can reduce or expand this list according to specific needs or concerns.

(C) Each policy shall be endorsed to provide the city with a minimum of a thirty (30)-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum ten (10) days' notice shall be required in the event of non-payment of premium;

- (8) A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Tarrant Appraisal District). Tax statements printed from the Tarrant County website (pdf) are acceptable in lieu of the original certificate(s);
- (9) A copy of the proposed host rules for the short-term rental, including a statement identifying the description and location of safety features described in section 4.11.004(e); and
- (10) A statement that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article, as well as all applicable standards and other requirements of the code.

§ 4.11.004 **Regulations.**

- (a) Maximum stay; minimum stay. It shall be unlawful for an owner to rent or lease a short-term rental for a period of more than twenty-nine (29) days or less than twenty-four (24) hours.
- (b) Occupancy. The maximum number of persons permitted to stay in a short-term rental is limited to two (2) persons per bedroom, plus two (2) additional persons; however, no short-term rental shall permit the cumulative total number of occupants to exceed twelve (12) persons.
- (c) Parking restrictions. Parking is restricted to the number of off-street parking spaces associated with the residential structure, either in the driveway and garage or by location or number assigned to a specific unit. It shall be unlawful for an occupant or invitee of an occupant to park a motor vehicle on a residential street adjacent to or near a short-term rental. All motor vehicles are further subject to the parking requirements of chapter 12, article 5 of the code.
- (d) Access to basic sanitation. Each bedroom of a residence or portion of a residence used as a short-term rental must provide interior access to a bathroom, such that an occupant shall have access to a bathroom without exiting the residence, regardless of whether such bathroom is private or shared.

(e) Life safety.

- (1) The short-term rental must be equipped with:

Commented [RR5]: This is optional, but was a potential issue in a least one of the other cities that has adopted this ordinance.

Commented [RR6]: This section can be simplified if there are concerns about the administrative burden of inspecting these properties.

- (A) Working smoke alarms, meeting the requirements of Section 92.254 and 92.255 of the Texas Property Code, with a minimum of one (1) on each floor or level and one (1) in each room used as a bedroom; and
- (B) A minimum of one (1) working carbon monoxide detector on each floor or level if the premises are equipped with natural gas, propane, and/or an attached garage; and
- (C) A minimum of one (1) 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) available on each floor, inspected annually in accordance with the International Fire Code and tagged by a third-party inspector.

(2) All gas appliances shall be properly ventilated outside the home.

(3) Emergency escape openings shall comply with the city's currently adopted International Residential Code (IRC), with at least one (1) emergency escape opening for each bedroom opening directly to the outdoors.

Commented [RR7]: To be confirmed with the Fire Department

(4) An evacuation plan shall be posted in each bedroom.

(5) Any room that does not comply with this subsection (e) shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.

(f) Conduct on premises. Each short-term rental owner, operator, and occupant shall comply with all requirements of the city code. Owners and/or operators shall be responsible for informing occupants of all relevant city codes and occupants' liability for violations of same. In addition, the following shall be unlawful:

(1) Conduct involving the use of amplified sound or radios, phonographs, or musical instruments between the hours of 7:00 p.m. and 7:00 a.m., excessive noise, or other disturbances outside the short-term rental structure that would violate chapter 8, article 8.03 of the code, including, but not limited to, the following outside areas: decks, portals, porches, balconies, patios, hot tubs, pools, saunas, or spas;

(2) Sleeping outdoors;

(3) Placing, or allowing to be placed, waste or recycling receptacles at the designated pickup location prior to 7:00 p.m. on the day prior to the scheduled pickup, or otherwise in violation of chapter 13, article 13.08 of the code;

(4) Advertising, promoting, or operating a special event, or permitting the advertising, promotion, or operation of a special event (including, but not

limited to, a banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or similar activity that would assemble large numbers of invitees) to be held on the premises; and

- (5) Using or permitting the use of the short-term rental for the purpose of: housing sex offenders; operating a structured sober, recovery, or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business.
- (g) Signage. On-premise signage advertising or identifying the short-term rental shall not be permitted.
- (h) Advertising. The owner and/or operator shall not advertise or promote, or allow another to advertise or promote, the short-term rental without including the occupancy limits, parking standards, and city permit number for the listing.
- (i) Local contact. An owner and/or operator must designate the name and contact information of a representative who shall be the local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, said individual must be able to, and shall, be present at the premises within one (1) hour of receiving a call from the planning director. A local contact must be authorized to make decisions regarding the premises and its occupants.
- (j) Occupant notification packet. The owner and/or operator shall post in a conspicuous location of the short-term rental premises a packet containing, at a minimum, the following information:
 - (1) Maximum number of occupants;
 - (2) Location of required off-street parking, other available parking and prohibition of parking on unapproved surfaces as provided by section 12.05.008 of the code;
 - (3) Quiet hours and noise restrictions;
 - (4) List of HOA rules, if applicable;
 - (5) Twenty-four (24)-hour local contact person and phone number;
 - (6) Property cleanliness requirements;
 - (7) Waste pick-up requirements, including location of waste and recycling receptacles;

- (8) Flooding hazards and evacuation routes, as well as information on the emergency siren system and other safety features;
- (9) Emergency and non-emergency numbers; and
- (10) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the code and an occupant or visitor may be cited.
- (k) Rental agreement notification. The rental agreement between the owner and/or operator of the short-term rental and the occupant shall include, by attachment, all of the information provided in the occupant notification packet.
- (l) Changes in ownership. The purchaser of a short-term rental shall provide the director with current application materials required by section 4.11.003, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental. Since a permit is non-transferable pursuant to section 4.11.005, the purchaser shall also remit a permit renewal fee as described in appendix A of the code.
- (m) Hotel occupancy taxes. The owner and/or operator of the short-term rental property shall register with the city finance department to pay hotel occupancy taxes prior to the date that the short-term rental permit application is submitted, and the owner and/or operator must remit all applicable hotel occupancy taxes in a timely manner pursuant to applicable laws.
- (n) Request for occupancy history. Upon request of the director, the owner of a premises used as a short-term rental shall remit, within thirty (30) days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.
- (o) Right to inspect premises.
 - (1) Inspections. The fire marshal or building official shall perform periodic inspections of each short-term rental property to ensure compliance with this article and other applicable laws. For the purpose of performing inspections, the fire marshal or building official may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner and/or operator may refuse to consent to an inspection conducted by the fire marshal. If consent is refused, the fire marshal may seek an administrative search warrant authorized by Article 18 of the Texas Code of Criminal Procedure and the city code. No permit for operating a short-term rental shall be issued until the premises successfully passes such inspection.
 - (2) Types of inspections. The city may perform the following inspections:
 - (A) Initial and renewal inspections. The fire marshal or building official may perform an initial inspection of the short-term rental property upon

Commented [RR8]: Confirm procedures with City finance department

application for a permit, as well as inspections of the short-term rental property upon application for permit renewal.

- (B) Repeat inspections. If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this section, the city shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, a re-inspection fee will be charged after the third re-inspection of the premises. A property cannot be occupied as a short-term rental while its status with the fire marshal's office is noted as being in violation.
- (C) Fire extinguishers. The owner and/or operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with city regulations.
- (D) Change in ownership inspection. As part of the change in ownership process for a short-term rental the fire marshal shall conduct an inspection to verify compliance with this article.

(p) Density limitations for short-term rental properties.

- (1) Limitation. Short-term rentals shall be limited to no more than one-eighth (12.5 percent) of the total number of residential units on the block face or in a multi-unit building. Notwithstanding the foregoing, at least one short-term rental shall be permitted per block or multi-unit building, regardless of density.
- (2) Special exception available. In order to obtain a permit for a short-term rental that would exceed the density limitation of this section, a property owner may apply to the zoning board of adjustment for a special exception in accordance with chapter 14A, section 34 of the code. The board may consider factors such as the following:
 - (A) Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - (B) Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - (C) Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - (D) Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;

Commented [RR9]: Council expressed an interest in a more conservative density limitation. This is an example of a relatively permissive option. We can also tailor a limitation to the lake front overlay if necessary.

- (E) Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
- (F) Whether other short-term rentals in excess of the density limitation are already operating on that block.

(3) Nonconforming uses. A short-term rental that was lawfully in existence on the effective date of this article shall be considered a nonconforming use and shall not be subject to the density limitations set forth in this subsection. A short-term rental shall be considered lawfully in existence on the effective date of this article if the owner provides written confirmation from the city finance department indicating that, prior to the effective date of this article, the property was registered for payment of hotel occupancy tax as required by chapter 11, article 11.04 of the code and the tax account was not in arrears.

§ 4.11.005 Permit term and renewal; fees; non-transferability; public information designation

- (a) All permits issued under this article shall be valid for a period of one (1) year from the date of issuance.
- (b) A nonrefundable fee for administration of the application shall be charged as established in appendix A of the code. Such fee shall be paid at the time the application is made and shall not be returned to the applicant, regardless of whether a permit is issued.
- (c) A permit holder shall apply for renewal prior to the expiration of the permit on a form provided by the director. The fee for the renewal of a permit to operate a short-term rental shall be charged as established in appendix A of the code. The permit holder shall either update the information required under section 4.11.003 or submit a statement affirming that the information previously submitted is still accurate. A complete application for renewal received after the expiration of a current permit shall be treated as an application for a new permit in accordance with section 4.11.003.
- (d) A permit to operate a short-term rental is not transferable to another owner, operator, or location.
- (e) All permits issued under this article constitute public information, subject to the terms of the Public Information Act. Information regarding permitted short-term rentals shall be made available on the city's website and shall identify, at minimum, the property address, permit number, and permit date of each short-term rental permitted to operate in the city.

§ 4.11.006 Repeat offenses.

Commented [RR10]: This is completely optional, but many cities like to include it in the interest of transparency.

- (a) If the director finds that the owner, operator, or any occupant of a short-term rental failed to comply with any requirement of this article three (3) or more times within a twelve (12) month period, the director may revoke an existing permit or may deny an application to renew a permit. No new permit may be sought for the subject property for a period of twelve (12) months following a denial or revocation pursuant to this section.
- (b) If a property is the subject of five (5) or more violations of federal law, state law, or the other provisions of the city code outside of this article within the previous twenty-four (24)-month period, the director may revoke an existing permit; may deny an application for an original permit; or may deny an application to renew a permit, based on: (1) the frequency of any repeated violations; (2) whether a violation was committed intentionally or knowingly; and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new permit may be sought for the subject property for a period of twelve (12) months following the denial or revocation pursuant to this section.
- (c) A permit applicant may appeal the director's decision to revoke an existing permit or deny an application, in accordance with the process set forth in section 4.11.006 of this article.

§ 4.11.006 Appeals.

- (a) The revocation of a permit or the director's denial of an application for a permit to operate a short-term rental may be appealed to the city manager in accordance with the provisions of this section.
- (b) An appeal filed under this section must be filed with the director no later than the twentieth (20th) day following the date on which the permit was revoked or denied. The appeal must be sworn and must identify each alleged point of error, facts, and evidence supporting the appeal, and reasons why the action of the director should be modified or reversed.
- (c) The city manager or a designee shall, not later than the tenth (10th) day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify, or reverse a permit revocation or application denial.
- (d) The city manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e) An appellant who seeks judicial review of the city manager's review on appeal must file a petition with a court of competent jurisdiction not later than the thirtieth (30th) day after issuance of the notice of the decision.

§ 4.11.007 Enforcement.

- (a) If the owner, operator, or any occupant of the short-term rental property fails or refuses to comply with the standards and requirements contained herein, the city may initiate enforcement action against the owner, operator, or any occupant, including, but not limited to, the immediate issuance of a citation.
- (b) Failure to timely remit applicable hotel occupancy tax is a violation under this article and shall result in permit revocation if all applicable tax is not paid within ninety (90) days of the issuance of a delinquency notice.
- (c) Any advertisement, whether it be online or in print, promoting the availability of a property within the city for rent for a period of thirty (30) days or less, shall constitute prima facie evidence of the property's use as a short-term rental.

§ 4.11.008 **Discontinuance of operations.**

- (a) The owner and/or operator of a property used as a short-term rental that was registered with the city for collecting hotel occupancy tax prior to the effective date of this article, and who is unable, fails, or refuses to obtain a permit for operation as a short-term rental following the effective date of this article, shall discontinue the short-term rental use within sixty (60) days of the effective date of this article or the notice of permit denial. The density limitation of section 4.11.004(p) shall not bar such owner and/or operator from obtaining a permit if all other requirements and standards of section 4.11.004 are met.
- (b) The owner and/or operator of a property used as a short-term rental that was not registered with the city for collecting hotel occupancy tax prior to the effective date of this article shall discontinue the short-term rental use immediately following the effective date of this article. Such property shall not be resumed as a short-term rental until a permit has been applied for and has been issued pursuant to section 4.11.003.

§ 4.11.009 through § 4.11.14. **(Reserved)**"

SECTION 2.

Article A1.000, "General Fee Tables," of Appendix A, "Fee Schedule," of the Code is hereby amended by adding a new Section A1.012, "Short-term rental fees," to read as follows:

"§ A1.012 **Short-term rental fees.**

The schedule of fees for short-term rentals shall be as follows:

- (1) Application for permit: \$200.00.
- (2) Permit renewal: \$200.00.

- (3) Inspection (initial or renewal):
- (4) After hours inspection (after 4:00 p.m. or weekends/holidays):
- (A) 2-hour minimum: \$190.00.
- (B) Each additional hour: \$65.00 per hour.
- (5) Reinspection fee: \$65.00.
- (6) Application for special exception: \$325.00"

Commented [RR11]: To be completed upon staff determination – I was unable to find a generally applicable inspection fee in the fee schedule, so this can be either be a flat fee or based on square footage or bedrooms. As long as the fee is reasonably related to the cost of administering the STR permit program, we can charge accordingly. I pulled the rest of these fees from other similar fees in the fee schedule, but we can modify as needed.

SECTION 3.

Section 3.2, "Definitions," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add the definition for short-term rentals, to be inserted alphabetically and to read as follows:

"SHORT-TERM RENTAL: The rental for compensation of any residence or residential structure, or a portion of a residence or residential structure, located within a residential zoning district, for the purpose of overnight lodging for a period of not more than twenty-nine (29) days. A short-term rental shall not include a hotel or motel or bed and breakfast facilities. A short-term rental is further subject to the provisions of Chapter 4, Article 4.11 of the Azle Municipal Code."

SECTION 4.

Section 4.10, "Permitted Use Schedule," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended by adding the operation of a short-term rental as a permitted use ("P") in certain zoning districts, in the section "Residential Uses."

Commented [RR12]: Will need guidance from P&Z and Council on whether STRs will be permitted in all residential zoning districts or only certain ones. We recommend, at minimum, allowing STRs in all single-family districts and any duplex-type districts (so, the E, SF, and MD districts – though we can except SF-MHP, which cities typically prefer)

PERMITTED USES	AG	LFO	E-1	E-2	E-3	SF-1	SF-2	SF-3	SF-4	SF-5	SF-MHP	MD-1	MD-2	MF-1	MF-2	O	CBD	INS	C	HC	IND
Residential Uses																					

Short-term rental	P		P	P	P	P	P	P	P	P		P	P	P	P		P				

Commented [RR13]: I am not seeing an SF-3.5 in the permitted use schedule, though I see it in the zoning regulations – staff, could you please confirm?

Commented [RR14]: I know that Council expressed a preference for limiting STRs near the lake. I can't tell based on the zoning map posted on the City's website, but would prohibiting STRs in the Lake Front Overlay have the desired effect?

SECTION 5.

Subsection 34.3, "Jurisdiction of Board," of Section 34, "Zoning Board of Adjustment," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add a new subsection C to read as follows:

- "C.** Hear and decide, upon application, special exceptions to the terms of the zoning ordinance. The term "special exception" shall mean a deviation from the

requirements of the zoning regulations herein established. Special exceptions shall be granted only when the board finds that such special exceptions will not adversely affect the value and use of adjacent or neighboring property or be contrary to the public interest. Special exceptions may be granted in the following circumstances:

1. To permit short-term rental operations in excess of the density limitation identified in Section 4.11.004(p) of the Azle Municipal Code, subject to consideration of the following factors:
 - a. Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - b. Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - c. Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - d. Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;
 - e. Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
 - f. Whether other short-term rentals in excess of the density limitation are already operating on that block.
2. To permit a minimum lot area of 2.5 acres in the AG, Agricultural district, in accordance with Section 26.7 of Chapter 14A."

SECTION 6.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances, City of Azle, Texas, as amended, except when the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 7.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared

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unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause, or phrase.

SECTION 8.

Any person, firm, or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1.01.009 of the Code of Ordinances, City of Azle, Texas. Each day any such violation or violations exist shall constitute a separate offense and shall be punishable as such.

SECTION 9.

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Azle, Texas, as amended or revised herein, or any other ordinances affecting the matters regulated herein which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 10.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance in the official newspaper of the City as required by Section 3.11 of the Charter of the City.

SECTION 11.

This Ordinance shall be in full force and effect from and after its passage and publication as provided by the City Charter and the laws of the State of Texas.

PRESENTED AND PASSED this ____ day of _____, 2024, by a vote of ____ ayes, ____ nays, and ____ abstentions, at a regular meeting of the City Council of the City of Azle, Texas.

Alan Brundrett, Mayor

ATTEST:

Yael Forgey, City Secretary



Presenter: Tom Muir, City Manager

Agenda Item: Citation issuance

Background and Explanation:

Mayor Pro Tem Goode requested a discussion on citation issuance.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None



Presenter: Tom Muir, City Manager

Agenda Item: Donation bins

Background and Explanation:

Mayor Pro Tem requested an update on the possibility of updating the current donation bin ordinance to expedite removing unauthorized bids placed by previous violators who still owe fines.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None



Presenter: Tom Muir, City Manager
Agenda Item: Weeds, grass and other vegetation

Background and Explanation:

Mayor Pro Tem Goode requested a discussion on possibly updating Article 6.02 of the Code of Ordinances (Weeds, Grass and Other Vegetation) to differentiate between commercial and residential properties.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. Section 6.02 -WEEDS, GRASS AND OTHER VEGETATION

ARTICLE 6.02 WEEDS, GRASS AND OTHER VEGETATION

§ 6.02.001. Definitions.

As used in this article:

Developed. A tract of land upon which a structure is situated.

Undeveloped. A tract of land with no structure situated thereon.
(2001 Code, sec. 6.101)

§ 6.02.002. Penalty.

Any person violating section 6.02.003, 6.02.006 or 6.02.007 of this article shall be deemed guilty of a misdemeanor and shall be punished upon conviction by a fine in accordance with the general penalty provision found in section 1.01.009 of this code. Each day a violation exists shall constitute a separate offense.
(2001 Code, sec. 6.109)

§ 6.02.003. Height limitation.

A person, who owns, occupies or has supervision or control of any lot, tract or parcel of land or portion thereof commits an offense if the person permits grass, weeds, brush or any plant that is not cultivated thereon to grow, on an average, to a height greater than twelve inches.
(2001 Code, sec. 6.102)

§ 6.02.004. Declaration of nuisance.

Weeds, brush, grass and plants not cultivated of a height in excess of the limits set forth in section 6.02.003 are defined as a nuisance in accordance with section 8.02.001 of this code.
(2001 Code, sec. 6.103)

§ 6.02.005. Granting of exemption.

The planning and zoning commission may grant an exemption from the provisions of this article to the owner of any lot or tract of land who submits an approved landscape plan. The owner shall submit an application for an exemption on a form prescribed by the city and shall submit ten copies of the application, which shall include a site plan depicting the landscape plan. The planning and zoning commission shall grant the applicant an exemption if it determines that the landscaping described in the landscape plan:

- (1) Is compatible with neighboring properties;
 - (2) Does not constitute a fire hazard;
 - (3) Does not constitute a safety hazard; and
 - (4) Promotes the natural vegetative state of the area.
- (2001 Code, sec. 6.104)

§ 6.02.006. Tracts greater than two acres.

A person who owns, occupies or has control of any lot, tract or parcel of land greater than two acres that is undeveloped or under cultivation shall not permit grass, weeds, brush or plants that are not cultivated to grow, on an average, over twelve inches in height, within an area fifteen feet in width measured from each property line of the tract.

(2001 Code, sec. 6.105)

§ 6.02.007. Parkway maintenance.**(a) Grass and weeds.**

(1) Responsibility of adjacent property owner. A person who owns any lot, tract or parcel of land or portion thereof within the city shall not permit grass, weeds, brush or any plant that is not cultivated to grow to a height greater than twelve inches, on an average, in along, upon or across the sidewalk or street adjacent to the same in the area between the property line and the curb line.

(2) Maintenance of ditches by city. The city will be responsible for the maintenance of the following barrow ditches:

- (A) Ash Avenue (east side extending from Park Street to Lakeview Drive).
- (B) Ash Avenue (Park Street extending to 392 Ash Avenue).
- (C) Lakeview Drive (extending from Ash Avenue to Broadway).
- (D) Harbor Drive (east side extending from Dunaway Lane to Harbor South).
- (E) Stribling Drive (extending from Kimbrough to Oak View Court).
- (F) South Stewart.
- (G) Wells Burnett.
- (H) Denver Trail (extending from Lakeview Drive to Denver Trail Court).

(b) Trimming of trees and shrubs. A person who owns any lot, tract or parcel of land or portion thereof within the city shall be and is under a duty to trim and/or remove any trees, shrubs, bushes or other forms of vegetation so as to provide a minimum vertical clearance of twelve feet to any canopy limbs that may encroach upon, into or over the public street or sidewalk.
(Ordinance 2012-18 adopted 11/6/12)

§ 6.02.008. Notice of violation; abatement by city.

(a) Notice required. If the owner of the land fails to comply with the requirements of section 6.02.003, 6.02.006 or 6.02.007 of this article, a city official may cause the property owner to be notified to cut the grass, weeds or brush within 10 days of the date of the notice.

(b) Method of notice. The notice shall be given:

- (1) Personally to the owner in writing;

- (2) By letter addressed to the owner at the owner's address as recorded in the appraisal district records of the appraisal district in which the property is located;
 - (3) If the personal service cannot be obtained:
 - (A) By publication in the city's official newspaper once;
 - (B) By posting the notice on or near the front door of each building on the property to which the violation relates; or
 - (C) By posting the notice on a placard attached to a stake driven into the ground on the property to which the violation relates.
 - (c) Unclaimed notices. If the notice is mailed to a property owner in accordance with subsection (b) above, and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered delivered.
 - (d) Contents of notice. The notice shall contain:
 - (1) The name and address of the record owners;
 - (2) An identification, which is not required to be a legal description, of the property upon which the violation is located;
 - (3) A statement describing the violation and the work necessary to correct the violation;
 - (4) A statement advising the owner that, if the work is not completed within 10 days, the city will complete the work and charge the expenses to the owner; and
 - (5) A statement that, if the city performs the work and the owner fails to pay the expenses, a priority lien may be placed on the property.
 - (e) Subsequent violations. Although it is not required, the city may:
 - (1) Inform the owner by regular or certified mail and a posting on the property that, if the owner commits another violation of the same kind (failure to mow weeds or high grass) on or before the first anniversary of the date of the notice, the city without further notice may correct the violation at the owner's expense and assess the expenses against the property; and
 - (2) If a violation occurs within the one-year period, and the city has not been informed in writing by the owner of an ownership change, then the city, without notice, may take corrective action and assess the expenses against the owner and the property.
 - (f) Abatement by city. If the owner does not cut the weeds, grass or plants within 10 days of the notice, the city may go on such property or authorize another to go on such property, and do or cause the work to be done and charge the expenses incurred to the owner of the property and assess the expenses against the real estate on which the work is done. The remedy provided in this section is in addition to any criminal penalties or other remedies authorized by this article or other law.
- (2001 Code, sec. 6.107)

§ 6.02.009. Assessment of city's expenses; lien.

- (a) The city does hereby assess the expenses incurred pursuant to section 6.02.008 against the real estate on which the work is done or improvements made and charge the owner of the property for the same.
- (b) The city shall send the owner of the property upon which the work was done a notice. The notice shall include:
 - (1) An identification of the property;
 - (2) A description of the violation;
 - (3) A statement that the city abated the condition;
 - (4) A statement of the city's charges and expenses in abating the condition;
 - (5) An explanation of the property owner's right to request a hearing within ten days; and
 - (6) A statement that, in the event the owner fails or refuses to pay the expense within thirty days the city manager or the city manager's designee shall obtain a lien against the property by filing with the county clerk of the appropriate county a statement of expenses so incurred.
- (c) The city manager or his designated representative will conduct a hearing if the property owner submits a written request within 10 days of the date of the notice. At the hearing:
 - (1) The owner and the city may testify or present witnesses or written information related to the city's abatement of the nuisance.
 - (2) The city has the burden to show that a violation of this article existed, notice was given in substantial compliance with this article, and expenses were incurred to abate the violation.
 - (3) At the close of the hearing, the city manager or his representative may find, based upon a preponderance of the evidence, that the expenses are valid, or that they are erroneous, or he may adjust them.
- (d) If no hearing is requested, or a hearing is held and the expenses are determined to be valid or are otherwise appropriately adjusted, and the owner fails or refuses to pay the expenses within 30 days after written notification to pay, the city manager or the city manager's designated representative shall place a lien against the property by filing with the county clerk of the county in which the property is located a notice of lien and statement of expenses incurred.
- (e) The lien is security for the expenditures made and interest accruing at the rate of ten percent per annum from the date of payment by the city.
- (f) When the statement is filed, the city shall have a privileged lien on that property, second only to tax liens and liens for street improvements.
- (g) For any such expenditures and interest, suit may be instituted and recovery and foreclosure

had by the city. The statement of expenses, or a certified copy thereof, is prima facie proof of the expenses incurred by the city in doing the work or making the improvements, all as more particularly specified in Texas Health and Safety Code Ann. sec. 342.007, as amended, which is adopted and incorporated herein by reference.

(2001 Code, sec. 6.108; Ordinance 2015-14, sec. 1, adopted 11/3/15; Ordinance 2015-14, sec. 2, adopted 11/3/15)

§ 6.02.010. Additional authority to abate dangerous weeds without prior notice.

- (a) Abatement. The city may abate, without prior notice, weeds that have grown higher than 48 inches and are an immediate danger to the health, life or safety of any person.
- (b) Notice. Not later than the 10th day after the date the city abates weeds under this section, the city shall give notice to the property owner in the same manner provided in section 6.02.008 of this article.
- (c) Hearing. The city manager or his designated representative shall conduct an administrative hearing under this section if, not later than the 30th day after the date of the abatement of the weeds, the property owner files with the city a written request for a hearing. The hearing shall be conducted by the city manager or his designated representative not later than the 20th day after the date a request for hearing is filed. At the hearing:
 - (1) The owner and the city may testify or present witnesses or written information related to the city's abatement of the nuisance.
 - (2) The city has the burden to show that a violation of this article existed, notice was given in substantial compliance with this section, and expenses incurred to abate the violation were reasonable.
 - (3) The city manager or his designated representative may approve the expenses, deny the expenses, or adjust the amount of the expenses and approve them as adjusted.

(2001 Code, sec. 6.110)



Presenter: Tom Muir, City Manager

Agenda Item: Parking lot ordinance

Background and Explanation:

Mayor Pro Tem Goode requested an update on the parking lot ordinance.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None