



**City of Azle
Regular Meeting Agenda
City Council**

505 W. Main Street
Azle, Texas 76020

December 2, 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

Amy Collins, Missions Coordinator for Son Shine Ministries.

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. Municipal Court Week Coloring Contest
Felicia King, Municipal Court Admin
2. Annual Presentation - Fire Department
Thomas Scott, Fire Chief
3. 4th Quarter Investment Report
Kim Silas, Senior Accountant

ACTION ITEMS

4. Consider any action on the November 18, 2025 City Council meeting minutes.
Yael Hoffman, City Secretary
5. Consider any action on awarding the bid for the City's mowing services (Bid No. 2026-001).
Jennifer Walls, Purchasing Agent

DISCUSSION ITEMS

6. Baseball field fees
Tom Muir, City Manager
7. Purchasing Policy
Stephen Barnes, Finance Director

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS


MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

EXECUTIVE SESSION

- **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 to executive session.

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on 11/24/2025, 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, MMC
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: Felicia King, Municipal Court Admin
Agenda Item: Municipal Court Week Coloring Contest

Background and Explanation:

To commemorate Municipal Court Week, which was November 3-7, Court staff held a coloring contest. Each participant received a Municipal Court Coloring Book and Buckle Up Coloring Book. Approximately 60 entries were received. The entries will be judged on November 24th and the winners will be presented at the December 2nd Council meeting.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None



Presenter: Thomas Scott, Fire Chief

Agenda Item: Annual Presentation - Fire Department

Background and Explanation:

Annual presentation - Fire Department.

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. AZLE FIRE 24 25 Presentation
2. FY 24 25 AZLE FIRE DEPARTMENT Annual report



AZLE FIRE/EMS Department

“We are committed to professional excellence and dedicated to serving our community in an efficient and effective manner.”

Azle Fire Department

◆ Overview

- Operational Chart
- Fire Suppression
- Emergency Medical Services
- Inspections
- Community Service Programs
- Challenges

Fire Department Operation

Emergency Management	Medical Director	Technical Rescue	Fire Suppression	Fire Marshal
Federal and State Compliance	EMS	Hazardous Material	Fire Fighting	Inspections
Coordination between Local, County, and State Government	BLS/ MICU	Swift Water Rescue	Public Fire Education	Investigations - Arson & Bomb
Emergency Operation Plan	Training	Vertical Rescue	Training	Prevention and Education Programs
Response and Recovery	Quality Assurance	Trench Rescue		

Departmental Information



Statistical Totals

- Calls for Service: 4,150
- Fire Responses: 4,118
- EMS Responses: 2,522
- Mutual Aid Rec: 359
- Average Response Times:
 - EMS: 4.11 min
 - Fire: 5.44 min (Azle)

Departmental Information

Statistical Totals

- Average Shoot Time: 2.02 min
- Average Incident Response Time: 5.25 min
- Average Last Unit Cleared: 49.45 min
- Average Incident Total Time: 50.34 min
- Estimated Cost per Call: \$1,101.81

(Based on combined Fire/EMS budget of \$4.57M and 4,150 total calls in FY 2024–2025)



Fire Suppression



- 38 Firefighters on staff
 - Current staffing
 - 19 Career & 5 Open Positions
 - 15 Part-time Career
 - 1 Support
 - 3 Admin Staff

Fire Suppression - Stats

- **Dollar Loss: \$1,165,735**
- **Dollar Saved: \$12,758,255**
- **Inspections: 560**
- **Fire Injuries: 3**
- **Fire Deaths: 0**
- **Mutual Aid to Azle: 132**
- **Mutual Aid from Azle: 72**



Emergency Medical Services



Provides Advanced Life Support EMS to the City of Azle, Pelican Bay and surrounding county areas under contract by TCEMS District

- Billing services changed June 2025.
- Third Ambulance delivered June 2025
- TX DSHS Licensure renewal completed
- CMS EMS 2nd yr Audit completed.



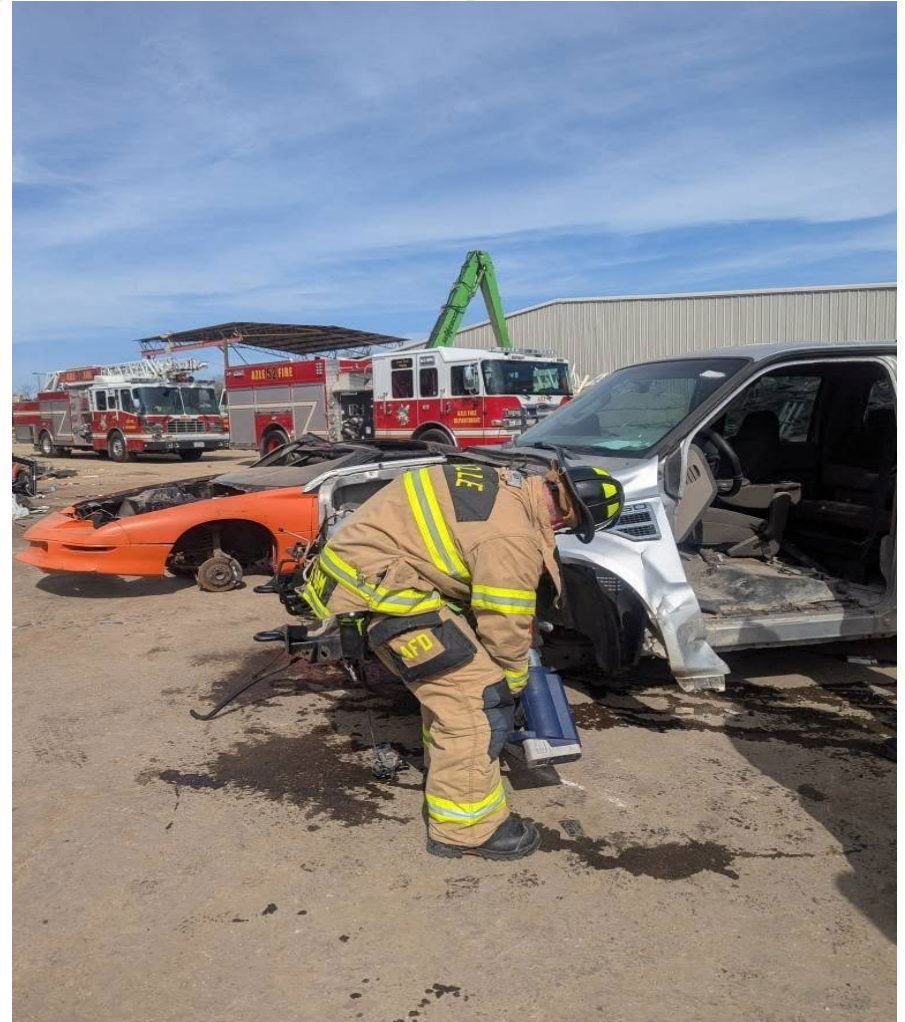
EMS STATS



EMS Metric	FY 2023–2024	FY 2024–2025	% Change
EMS Responses	2,230	2,522	↑ 13.1%
Avg. EMS Response Time	4:11 min	4:11 min	—
Patient Transports	1,718	1,944	↑ 13.1%
Mutual Aid Received	486	304	↓ 37.4%
Mutual Aid Provided	39	24	↓ 38.5%

Training (Paid Staff)

- 2273.25 hours of training and continuing education
- Fire and EMS Certification Continuing Education is acquired through internet base, video training, in house training, and classroom/hands on training



Inspections



Fire Marshal conducts:

- Yearly occupancy and fire safety inspections
- New construction fire safety inspections
- Fire Investigations
- Building and Site Plan Review
- Environmental Crimes

Fire Marshal Annual Data

Fire Marshal Metric	FY 2023–2024	FY 2024–2025	% Change
Total Inspections	528	560	↑ 6.1%
Fire Investigations	38	72	↑ 89.5%
Environmental Crimes	3	4	↑ 33.3%
Arson/Bomb Cases	0	4	—
Agency Assists	16	30	↑ 87.5%
Complaints	14	48	↑ 242.9%

Community Service Programs

- Fire Prevention education programs for an estimated 3625 AISD elementary students
- Community EMS Awareness programs
- Azle Sting Fling
- Texas Night Out
- Follow the Flag
- Christmas on Main Street
- Stop the Bleed

Future Opportunities

- City Growth – Increase demands for service
- 2nd fire station is needed
- Increase of staffing – Recruitment and retention
- Organization restructuring within the department
- Capital Apparatus replacement: Quint 52 (estimated at \$2.79 million) – Estimated delivery is 36 to 48 months (On Order). Reserve apparatus- Engine (\$1.4 million with 36-month delivery)
- EMS model changes due to industry and community demands (Added part time EMS personnel for Peak call volume times).
- DEA audit and Renewal of license.
- CLIA renewal
- TCESD #1 starting their own fire department. Will impact primary response area and contract funds to the city.



Azle Fire Department Annual Report: Fiscal Year 2024–2025

Thomas Scott Fire Chief / EMS Coordinator

A Message from the Fire Chief

It is with great pride that I present the 2024–2025 Annual Report for the Azle Fire Department. This document offers a comprehensive look at our operations, accomplishments, and the challenges we faced while serving our growing community.

This past year, our team responded to **4,150 calls for service**, a reflection of the increasing demand placed upon our resources. A significant and growing challenge has been the rise in simultaneous emergency calls, which consistently strains our single-station model and highlights the urgent need for strategic expansion.

Despite these pressures, our personnel have demonstrated unwavering dedication and professionalism. We successfully improved our in-city response times for fire calls, managed a 13.1% increase in EMS transports, and expanded our community outreach efforts, connecting with over 3,600 residents through public education initiatives.

Financially, the department operated efficiently, and the city's budget concluded the year with a notable surplus. However, rising operational costs and the need for new infrastructure, including a second fire station and critical apparatus/ equipment replacements, remain at the forefront of our strategic planning.

This report details our commitment to providing exceptional service and outlines the vision for ensuring the safety and well-being of Azle for years to come.

Summary

The Azle Fire Department provides comprehensive fire suppression, emergency medical services (EMS), emergency management, fire prevention, and environmental crime investigation for the City of Azle and parts of unincorporated Tarrant County. Our primary response area covers over **31 square miles** and serves an estimated population of **24,000**.

In Fiscal Year 2024–2025, the department logged **6,545 total responses**. The data reflects a consistent and challenging upward trend in service demands, driven by the city's significant growth. This year was marked by a sharp increase in property loss due to fire, a substantial rise in EMS calls, and an unprecedented frequency of simultaneous emergencies, which tested our resources on numerous occasions.

Key Performance Indicators (FY 2024-2025)

Total Calls for Service	4,150
Total Responses	6,545
Average In-City Fire Response Time	5 minutes, 44 seconds
Average EMS Response Time	4 minutes, 11 seconds
Patient Transports	1,944
Fire Investigations	72
Estimated Cost Per Call	\$1,101.81

Operational Performance

Fire Operations

Fire responses grew by 5.5% this fiscal year. While the average response time for all calls saw a slight increase, the average **in-city response time improved by 4.2%**, demonstrating our commitment to efficiency within city limits. A significant challenge was the **315% increase in fire-related dollar loss**, totaling over \$1 million, a figure attributed to several large-scale incidents.

Fire Operations Metric	FY 2023–2024	FY 2024–2025	% Change
Total Fire Responses	3,903	4,118	↑ 5.5%
Avg. Response Time (All)	6:56 min	7:02 min	↑ 1.4%
Avg. In-City Response Time	5:59 min	5:44 min	↓ 4.2%
Dollar Loss	\$256,200	\$1,064,200	↑ 315%
Mutual Aid Received	112	132	↑ 17.9%
Mutual Aid Provided	59	72	↑ 22.0%

Emergency Medical Services (EMS)

EMS continues to be the largest component of our service delivery, with calls increasing by 13.1%. Our crews maintained an average response time of 4 minutes and 11 seconds while handling a 13.1% increase in patient transport. A positive trend was the significant 37.4% reduction in our reliance on mutual aid from neighboring agencies for EMS calls.

EMS Metric	FY 2023–2024	FY 2024–2025	% Change
EMS Responses	2,230	2,522	↑ 13.1%
Avg. EMS Response Time	4:11 min	4:11 min	—
Patient Transports	1,718	1,944	↑ 13.1%
Mutual Aid Received	486	304	↓ 37.4%
Mutual Aid Provided	39	24	↓ 38.5%

Fire Marshal & Inspections

The Fire Marshal's Office saw a dramatic increase in activity, particularly in fire investigations (up 89.5%) and citizen complaints (up 242.9%). This surge reflects a more engaged community and a proactive approach to fire prevention and safety enforcement. The division also handled four arson/bomb cases, a category with no incidents in the previous year.

Fire Marshal Metric	FY 2023–2024	FY 2024–2025	% Change
Total Inspections	528	560	↑ 6.1%
Fire Investigations	38	72	↑ 89.5%
Environmental Crimes	3	4	↑ 33.3%
Arson/Bomb Cases	0	4	—
Agency Assists	16	30	↑ 87.5%
Complaints	14	48	↑ 242.9%

Special Analysis: The Challenge of Simultaneous Calls

A key operational challenge in FY 2024–2025 was the significant increase in simultaneous emergency calls. Our single-station model was tested on numerous occasions, stretching personnel and apparatus to their limits. The department experienced **2,059 instances of having two or more calls at once**, and over 600 instances of having three or more.

- **Peak Load Event:** On January 23, 2025, the department responded to **8 simultaneous incidents**, including a HAZMAT situation, a structure fire, and multiple Priority 1 medical calls.
- **Operational Impact:** Traffic collisions and structure fires were the most common incidents during periods of high call volume, requiring complex multi-unit dispatches that saturated our available resources.

This trend underscores the critical need for additional resources and infrastructure to continue providing the high level of service our citizens expect and deserve.

Financial Stewardship & Cost Analysis

The City of Azle's General Fund closed the fiscal year with a \$265,279 surplus, a significant achievement against a projected deficit of \$2.18 million. This was driven by stronger-than-expected revenues from sales tax, building permits, and ambulance fees.

The Fire/Ambulance and Ambulance Division budgets were managed effectively. Key overages were related to overtime, equipment, and vehicle maintenance, which are indicative of the high operational tempo throughout the year.

- **Estimated Cost per Call: \$1,101.81** This figure represents the average total cost to the city for every emergency call the department responded to. It is calculated by dividing the combined operational budgets of the Fire and Ambulance divisions by the total number of service calls (4,150). This cost encompasses all expenses required for 24/7 readiness, including salaries, benefits, station utilities, vehicle maintenance, fuel, medical supplies, and equipment. The 17% increase from the previous year is a direct result of rising operational costs across the board.
- **Cost Per Citizen (Fire and EMS Coverage): \$293.68** This metric reflects the total operational cost of the Fire and Ambulance divisions divided by the city's current service population estimate of 15,573. This is a key measure of the investment required to maintain the current level of emergency service readiness for each resident.
- **Fully Loaded Personnel Cost (per hour)** This metric reflects the true hourly cost of an employee, including not just their base wage but also all associated expenses like overtime, health insurance, retirement contributions, and payroll taxes.
 - **Fire Division: \$19.50/hour**
 - **Ambulance Division: \$18.97/hour**

Our People & Community

Personnel & Training Our department's greatest strength is its people. We are staffed by dedicated professionals who logged **2,273.25 hours of training** this year to maintain and enhance their life-saving skills.

- **Staffing:** 19 Career Firefighters (5 open positions), 5 Part-Time Staff, 1 Support Services, 3 Administrative Staff.
- **Schedule:** Fire operations personnel work a 48/96 shift schedule.
- **Average Tenure:** 9.7 years

Community Engagement We remain deeply committed to public outreach and education.

- **Fire Prevention:** Reached approximately **2,100 students** in the Azle Independent School District.
- **Public Events:** Participated in Follow the Flag, Sting Fling, Texas Night Out, and Christmas on Main Street.
- **Training:** Hosted "Stop the Bleed" courses for the public.
- **Total Contacts:** Engaged with over **3,625 members** of the public through educational initiatives.

Looking Ahead: Future Challenges & Opportunities

As Azle continues its trajectory of growth, the Fire Department must evolve to meet new challenges. Our strategic priorities are focused on ensuring the future safety and well-being of our community.

1. **Infrastructure Needs:** A **second fire station** is a critical necessity to improve response times and provide adequate coverage across our entire response area.
2. **Apparatus Replacement:** Planning for the purchase of **Quint 52 (\$2.79M)** and a new **Reserve Engine (\$1.4M)** is underway, along with the systematic replacement of aging ambulances.
3. **Staffing & Retention:** Developing competitive pay and benefits packages is essential for recruiting and retaining the qualified personnel needed to staff our department effectively and fill open positions.
4. **Managing Growth:** The increasing frequency of simultaneous calls underscores the urgent need for expanded coverage and additional resources to manage the demands of a thriving city.
5. **Drug Enforcement Agency:** Apply, review and audit of our licensure for FY 25-26
6. **Relicensure of Clinical Laboratory Improvement Amendments (CLIA)**
7. **Conclude Texas Medicaid and Healthcare Partnership (TMHP) renewal**

Thank you,

Thomas Scott

Thomas (Will) Scott
Azle Fire Chief/ EOC
tscott@cityofazle.org



Presenter: Kim Silas, Senior Accountant
Agenda Item: 4th Quarter Investment Report

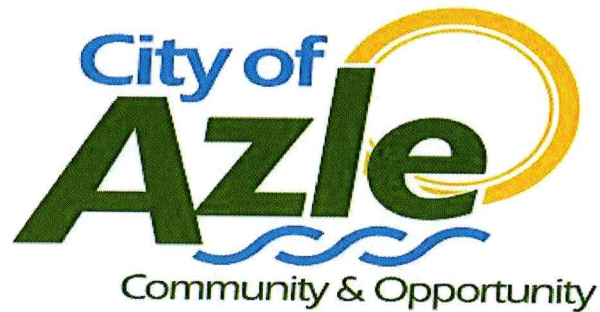
Background and Explanation:

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. 2025-09 Azle - Signed
2. Quarterly Investment Report 9.30.25



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

September 30, 2025

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

KSO

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.

Annual Comparison

FYE Results by Investment Category:

Asset Type	September 30, 2024			September 30, 2025		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/NOW	3.98%	\$ 15,072,722	\$ 15,072,722	3.47%	\$ 14,613,297	\$ 14,613,297
Pools/MMMF	5.15%	18,170,783	18,170,783	4.23%	22,003,005	22,003,005
CDs/Securities	5.06%	12,581,556	12,581,556	4.27%	13,886,417	13,886,417
Totals		\$ 45,825,060	\$ 45,825,060		\$ 50,502,720	\$ 50,502,720
Fourth Quarter-End Yield	4.74%			4.02%		

Average Quarter-End Yields (1):

	2024 Fiscal Year	2025 Fiscal Year
Azle	4.86%	4.21%
Rolling Three Month Treasury	5.42%	4.38%
Rolling Six Month Treasury	5.34%	4.35%
TexPool	5.29%	4.36%
Fiscal YTD Interest Earnings	\$ 2,032,129 (Approximate)	\$ 2,169,087 (Approximate)

(1) Average Quarter-End Yield calculated using quarter end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	June 30, 2025		September 30, 2025		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 15,323,143	\$ 15,323,143	\$ 14,613,297	\$ 14,613,297	3.47%
Pools/MMMF	25,190,845	25,190,845	22,003,005	22,003,005	4.23%
CDs/Securities	12,850,328	12,850,328	13,886,417	13,886,417	4.27%
Totals	\$ 53,364,316	\$ 53,364,316	\$ 50,502,720	\$ 50,502,720	4.02%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	4.02%
Rolling Three Month Treasury	4.24%
Rolling Six Month Treasury	4.17%
TexPool	4.25%

Fiscal Year-to-Date Portfolio Performance (2)

Average Quarter-End Yield	4.21%
Rolling Three Month Treasury	4.38%
Rolling Six Month Treasury	4.35%
Average Quarter-End TexPool Yield	4.36%

Interest Earnings (Approximate)

Quarterly Interest Earnings	\$ 533,961
Fiscal YTD Interest Earnings	\$ 2,169,087

Bank Fee Offsets

Quarterly Bank Fee Offsets	\$ 1,395
Fiscal YTD Bank Fee Offsets	\$ 5,693

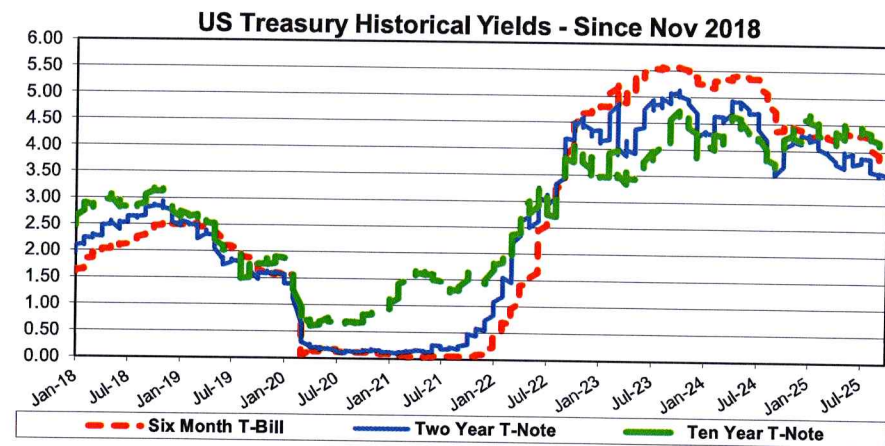
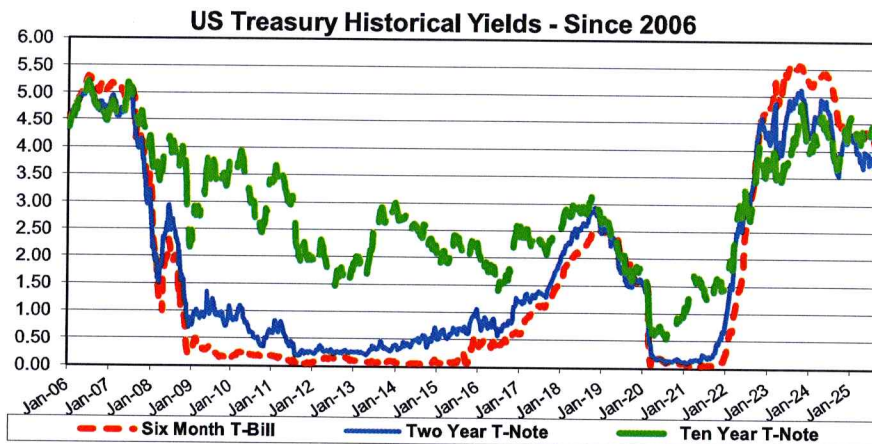
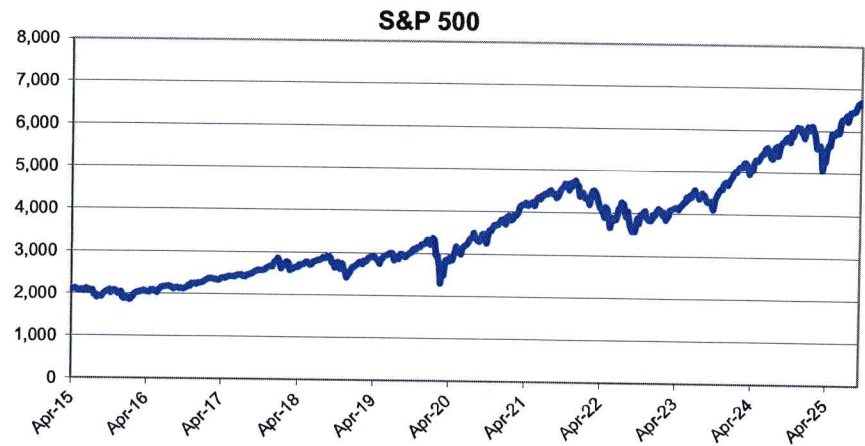
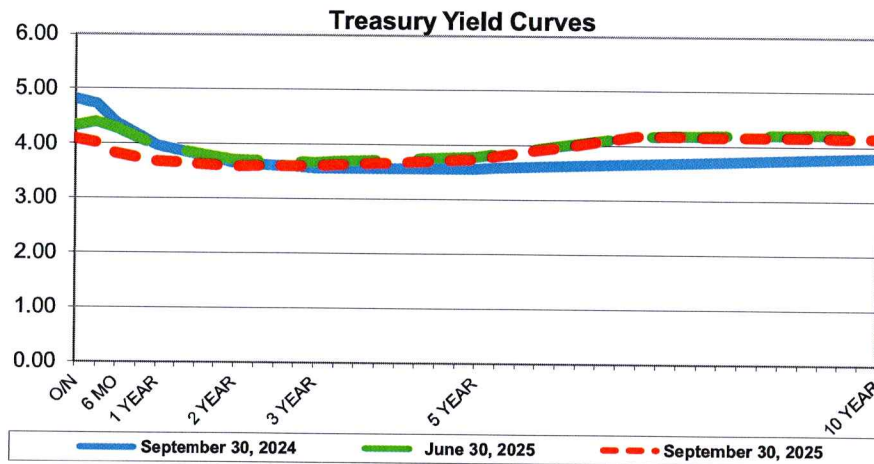
(1) **Current Quarter Weighted Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees. The yield for the reporting month is used for bank, pool, and money market balances.

(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

9/30/2025

The Federal Open Market Committee (FOMC) cut the Fed Funds target range to 4.00% - 4.25% September 17th (Effective Fed Funds trade +/-4.08%). Expectations for additional rate cuts remain - projecting two more 0.25% cuts before year-end. Sep Non-Farm Payroll was delayed by the government shut down. Second Quarter 2025 GDP (final) increased to + 3.8%. The S&P 500 Stock Index continued climbing and reached a new high (+/-6,700). The yield curve condensed with a slight upward slope. Crude Oil remains in the low \$60s. Inflation continues above the FOMC 2% target (Core PCE +/-2.9% and Core CPI +/-3.1%). The Markets still face uncertain economic outlooks, tariff impacts and political conflicts.



Investment Holdings
September 30, 2025



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%	10/01/25	09/30/25	\$ 240,171	\$ 240,171	1.00	\$ 240,171	1	1.21%
PNC Bank (3)		0.19%	10/01/25	09/30/25	2,627,628	2,627,628	1.00	2,627,628	1	0.19%
NexBank MMA		4.25%	10/01/25	09/30/25	11,745,499	11,745,499	1.00	11,745,499	1	4.25%
TexSTAR	AAAm	4.21%	10/01/25	09/30/25	12,247,443	12,247,443	1.00	12,247,443	1	4.21%
TexPool	AAAm	4.25%	10/01/25	09/30/25	9,755,562	9,755,562	1.00	9,755,562	1	4.25%
East West Bank CD		4.34%	11/26/25	11/26/24	1,618,682	1,618,682	100.00	1,618,682	57	4.44%
East West Bank CD		4.24%	12/22/25	12/20/24	572,870	572,870	100.00	572,870	83	4.33%
East West Bank CD		4.10%	03/04/26	03/04/25	1,700,865	1,700,865	100.00	1,700,865	155	4.18%
East West Bank CD		4.19%	05/28/26	05/28/25	1,626,917	1,626,917	100.00	1,626,917	240	4.28%
BOK Financial CDARS		4.21%	06/18/26	06/20/25	1,116,589	1,116,589	100.00	1,116,589	261	4.30%
BOK Financial CDARS		4.21%	06/25/26	06/26/25	1,115,666	1,115,666	100.00	1,115,666	268	4.30%
American Nat'l Bank & Trust CDARS		4.30%	08/20/26	08/21/25	1,004,842	1,004,842	100.00	1,004,842	324	4.39%
East West Bank CD		3.93%	08/26/26	08/26/25	524,834	524,834	100.00	524,834	330	4.01%
ExtraCo Bank CD		4.43%	08/28/26	02/28/25	511,044	511,044	100.00	511,044	332	4.50%
First Nat'l Bank CDARS		3.96%	09/10/26	09/12/24	1,042,539	1,042,539	100.00	1,042,539	345	4.04%
ExtraCo Bank CDARS		4.40%	03/04/27	03/06/25	1,025,525	1,025,525	100.00	1,025,525	520	4.50%
BOK Financial CDARS		3.99%	03/18/27	03/20/25	1,021,542	1,021,542	100.00	1,021,542	534	4.07%
American Nat'l Bank & Trust CDARS		4.00%	05/20/27	08/21/25	1,004,503	1,004,503	100.00	1,004,503	597	4.07%
					\$ 50,502,720	\$ 50,502,720		\$ 50,502,720	82	4.02%

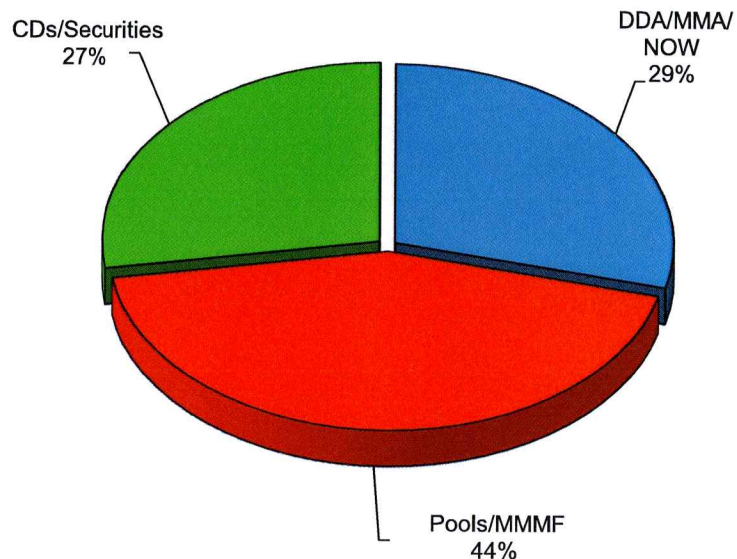
(1) (2)

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

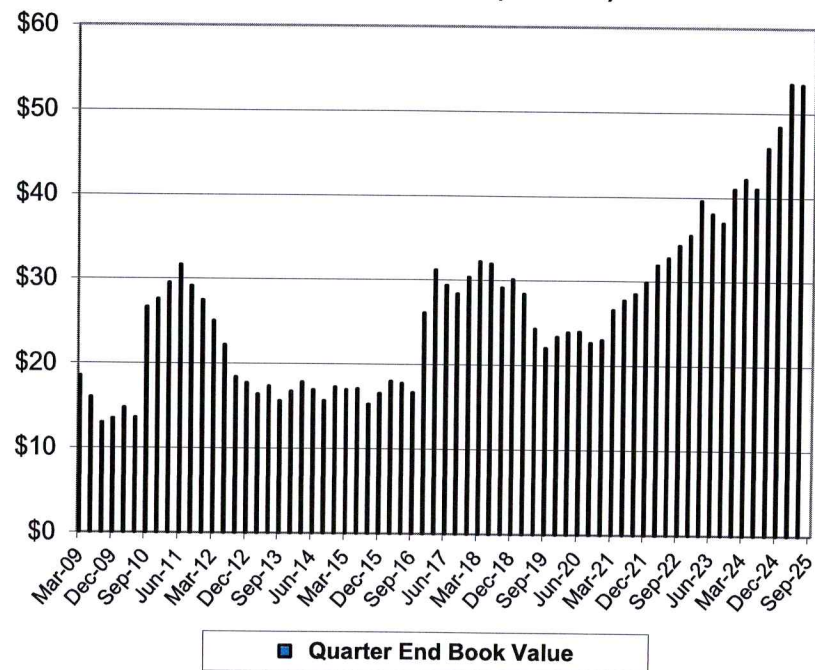
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated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

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

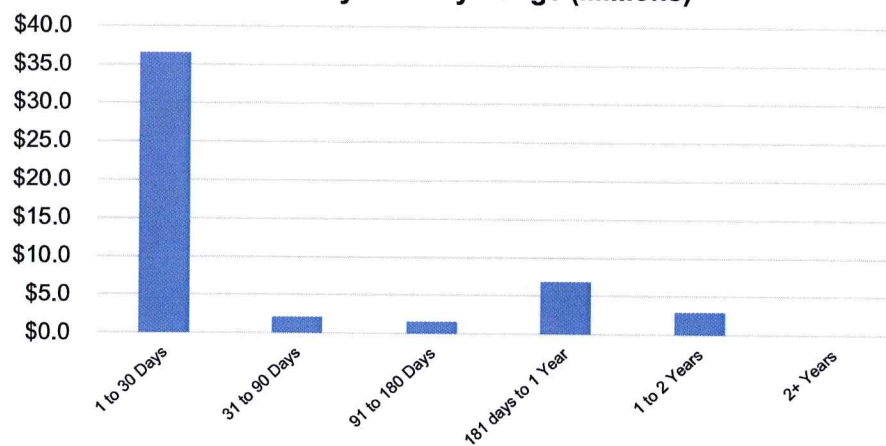
Portfolio Composition



Total Portfolio (Millions)



Distribution by Maturity Range (Millions)



Book & Market Value Comparison



Issuer/Description	Yield	Maturity Date	Book Value 06/30/25	Increases	Decreases	Book Value 09/30/25	Market Value 06/30/25	Change in Market Value	Market Value 09/30/25
Herring Bank	1.21%	10/01/25	\$ 239,391	\$ 779	\$ -	\$ 240,171	\$ 239,391	\$ 779	\$ 240,171
PNC Bank (3)	0.19%	10/01/25	2,843,414	-	(215,787)	2,627,628	2,843,414	(215,787)	2,627,628
NexBank MMA	4.25%	10/01/25	12,240,337	-	(494,838)	11,745,499	12,240,337	(494,838)	11,745,499
TexSTAR	4.21%	10/01/25	14,705,379	-	(2,457,936)	12,247,443	14,705,379	(2,457,936)	12,247,443
TexPool	4.25%	10/01/25	10,485,467	-	(729,905)	9,755,562	10,485,467	(729,905)	9,755,562
American Nat'l Bank & Trust CDARS	5.12%	08/14/25	1,098,222	-	(1,098,222)	-	1,098,222	(1,098,222)	-
East West Bank CD	4.56%	08/26/25	519,238	-	(519,238)	-	519,238	(519,238)	-
East West Bank CD	4.44%	11/26/25	1,601,073	17,610	-	1,618,682	1,601,073	17,610	1,618,682
East West Bank CD	4.33%	12/22/25	566,780	6,089	-	572,870	566,780	6,089	572,870
East West Bank CD	4.18%	03/04/26	1,683,379	17,486	-	1,700,865	1,683,379	17,486	1,700,865
East West Bank CD	4.28%	05/28/26	1,609,826	17,091	-	1,626,917	1,609,826	17,091	1,626,917
BOK Financial CDARS	4.30%	06/18/26	1,104,803	11,786	-	1,116,589	1,104,803	11,786	1,116,589
BOK Financial CDARS	4.30%	06/25/26	1,103,890	11,777	-	1,115,666	1,103,890	11,777	1,115,666
American Nat'l Bank & Trust CDARS	4.39%	08/20/26	-	1,004,842	-	1,004,842	-	1,004,842	1,004,842
East West Bank CD	4.01%	08/26/26	-	524,834	-	524,834	-	524,834	524,834
ExtraCo Bank CD	4.50%	08/28/26	505,401	5,643	-	511,044	505,401	5,643	511,044
First Nat'l Bank CDARS	4.04%	09/10/26	1,032,185	10,354	-	1,042,539	1,032,185	10,354	1,042,539
ExtraCo Bank CDARS	4.50%	03/04/27	1,014,210	11,315	-	1,025,525	1,014,210	11,315	1,025,525
BOK Financial CDARS	4.07%	03/18/27	1,011,321	10,221	-	1,021,542	1,011,321	10,221	1,021,542
American Nat'l Bank & Trust CDARS	4.07%	05/20/27	-	1,004,503	-	1,004,503	-	1,004,503	1,004,503
TOTAL			\$ 53,364,316	\$ 2,654,328	\$ (5,515,925)	\$ 50,502,720	\$ 53,364,316	\$ (2,861,596)	\$ 50,502,720

Allocation
September 30, 2025
Book & Market Value



Fund	Total	Herring Bank - Backup	PNC Bank	NexBank MMA	TexSTAR	TexPool	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	East West Bank CD 03/04/26
Operating	\$ 2,867,799	\$ 240,171	\$ 2,627,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	10,485,974	-	-	2,756,097	2,274,345	359,375	-	-	809,341	-	850,433
Utility Fund	4,589,498	-	-	2,211,057	43,965	-	-	-	809,341	-	183,154
Utility I&S	337,800	-	-	-	332,021	5,779	-	-	-	-	-
Debt Service I&S	106,067	-	-	-	106,067	-	-	-	-	-	-
Utility Impact	5,367,505	-	-	1,635,588	1,214,521	1,944,527	-	-	-	572,870	-
General Capital Projects	11,507,872	-	-	3,392,847	5,819,574	1,481,993	-	-	-	-	-
Utility Capital Projects	1,177,524	-	-	243,541	266,704	-	-	-	-	-	667,278
Police Seizure Escrow	-	-	-	-	-	-	-	-	-	-	-
Police Evidence	-	-	-	-	-	-	-	-	-	-	-
Golf Course	952,589	-	-	458,833	196,671	297,085	-	-	-	-	-
Storm Water	599,355	-	-	-	-	41,522	-	-	-	-	-
Court Technology	12,379	-	-	-	12,379	-	-	-	-	-	-
Court Security	88,276	-	-	-	70,761	17,515	-	-	-	-	-
Crime Control and Prevention	259,596	-	-	-	-	259,596	-	-	-	-	-
Sales Tax Street Maintenance	55,551	-	-	-	55,551	-	-	-	-	-	-
Hotel/Motel Tax	417,713	-	-	-	417,713	-	-	-	-	-	-
Municipal Development District	4,824,147	-	-	-	-	1,793,260	-	-	-	-	-
TIRZ #1 - Tarrant County	1,192,702	-	-	-	1,192,702	-	-	-	-	-	-
TIRZ #1	5,415,905	-	-	1,047,536	-	3,554,910	-	-	-	-	-
Tree Reforestation Fund	201,803	-	-	-	201,803	-	-	-	-	-	-
Roadway Impact Fee Fund	42,664	-	-	-	42,664	-	-	-	-	-	-
Totals	\$ 50,502,720	\$ 240,171	\$ 2,627,628	\$ 11,745,499	\$ 12,247,443	\$ 9,755,562	\$ -	\$ -	\$ 1,618,682	\$ 572,870	\$ 1,700,865

Allocation
September 30, 2025
Book & Market Value

(Continued)



Fund	East West Bank CD 05/28/26	BOK Financial CDARS 06/18/26	BOK Financial CDARS 06/25/26	American Nat'l Bank CDARS 08/20/26	East West Bank CD 08/26/26	ExtraCo Bank CD 08/28/26	First Nat'l Bank CDARS 09/10/26	ExtraCo Bank CDARS 03/04/27	BOK Financial CDARS 03/18/27	American Nat'l Bank CDARS 05/20/27
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	-	558,295	557,833	-	262,417	511,044	521,270	1,025,525	-	-
Utility Fund	-	558,295	-	-	262,417	-	521,269	-	-	-
Utility I&S	-	-	-	-	-	-	-	-	-	-
Debt Service I&S	-	-	-	-	-	-	-	-	-	-
Utility Impact	-	-	-	-	-	-	-	-	-	-
General Capital Projects	813,458	-	-	-	-	-	-	-	-	-
Utility Capital Projects	-	-	-	-	-	-	-	-	-	-
Police Seizure Escrow	-	-	-	-	-	-	-	-	-	-
Police Evidence	-	-	-	-	-	-	-	-	-	-
Golf Course	-	-	-	-	-	-	-	-	-	-
Storm Water	-	-	557,833	-	-	-	-	-	-	-
Court Technology	-	-	-	-	-	-	-	-	-	-
Court Security	-	-	-	-	-	-	-	-	-	-
Crime Control and Prevention	-	-	-	-	-	-	-	-	-	-
Sales Tax Street Maintenance	-	-	-	-	-	-	-	-	-	-
Hotel/Motel Tax	-	-	-	-	-	-	-	-	-	-
Municipal Development District	-	-	-	1,004,842	-	-	-	-	1,021,542	1,004,503
TIRZ #1 - Tarrant County	-	-	-	-	-	-	-	-	-	-
TIRZ #1	813,458	-	-	-	-	-	-	-	-	-
Tree Reforestation Fund	-	-	-	-	-	-	-	-	-	-
Roadway Impact Fee Fund	-	-	-	-	-	-	-	-	-	-
Totals	\$ 1,626,917	\$ 1,116,589	\$ 1,115,666	\$ 1,004,842	\$ 524,834	\$ 511,044	\$ 1,042,539	\$ 1,025,525	\$ 1,021,542	\$ 1,004,503

Allocation
June 30, 2025
Book & Market Value



Fund	Total	Herring	PNC Bank	NexBank	TexSTAR	TexPool	American Nat'l	East West Bank	East West	East West
		Bank - Backup		MMA			Bank CDARS	CD	Bank CD	Bank CD
							08/14/25	08/26/25	11/26/25	12/22/25
Operating	\$ 3,082,806	\$ 239,391	\$ 2,843,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	12,710,838	-	-	2,722,716	4,590,710	355,517	-	259,619	800,536	-
Utility Fund	5,281,664	-	-	2,928,247	43,496	-	-	259,619	800,536	-
Utility I&S	28,263	-	-	-	22,547	5,717	-	-	-	-
Debt Service I&S	401,261	-	-	-	401,261	-	-	-	-	-
Utility Impact	4,927,570	-	-	1,617,464	1,246,001	1,497,324	-	-	-	566,780
General Capital Projects	11,178,497	-	-	2,860,792	5,951,775	1,561,017	-	-	-	-
Utility Capital Projects	1,330,530	-	-	240,843	429,269	-	-	-	-	-
Golf Course	1,041,160	-	-	453,749	293,516	293,896	-	-	-	-
Storm Water	649,194	-	-	-	-	97,249	-	-	-	-
Court Technology	15,138	-	-	-	15,138	-	-	-	-	-
Court Security	87,333	-	-	-	70,005	17,327	-	-	-	-
Crime Control and Prevention	429,411	-	-	-	-	429,411	-	-	-	-
Sales Tax Street Maintenance	496,175	-	-	379,179	116,996	-	-	-	-	-
Hotel/Motel Tax	390,709	-	-	-	390,709	-	-	-	-	-
Municipal Development District	4,820,390	-	-	-	-	2,710,847	1,098,222	-	-	-
TIRZ #1 - Tarrant County	929,451	-	-	-	929,451	-	-	-	-	-
TIRZ #1	5,359,423	-	-	1,037,347	-	3,517,163	-	-	-	-
Tree Reforestation Fund	198,657	-	-	-	198,657	-	-	-	-	-
Roadway Impact Fee Fund	5,847	-	-	-	5,847	-	-	-	-	-
Totals	\$ 53,364,316	\$ 239,391	\$ 2,843,414	\$ 12,240,337	\$ 14,705,379	\$ 10,485,467	\$ 1,098,222	\$ 519,238	\$ 1,601,073	\$ 566,780

Allocation
June 30, 2025
Book & Market Value

(Continued)



Fund	East West Bank CD 03/04/26	East West Bank CD 05/28/26	BOK Financial CDARS 06/18/26	BOK Financial CDARS 06/25/26	ExtraCo Bank CD 08/28/26	First Nat'l Bank CDARS 09/10/26	ExtraCo Bank CDARS 03/04/27	BOK Financial CDARS 03/18/27
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	841,690	-	552,401	551,945	505,401	516,093	1,014,210	-
Utility Fund	181,271	-	552,401	-	-	516,093	-	-
Utility I&S	-	-	-	-	-	-	-	-
Debt Service I&S	-	-	-	-	-	-	-	-
Utility Impact	-	-	-	-	-	-	-	-
General Capital Projects	-	804,913	-	-	-	-	-	-
Utility Capital Projects	660,418	-	-	-	-	-	-	-
Golf Course	-	-	-	-	-	-	-	-
Storm Water	-	-	-	551,945	-	-	-	-
Court Technology	-	-	-	-	-	-	-	-
Court Security	-	-	-	-	-	-	-	-
Crime Control and Prevention	-	-	-	-	-	-	-	-
Sales Tax Street Maintenance	-	-	-	-	-	-	-	-
Hotel/Motel Tax	-	-	-	-	-	-	-	-
Municipal Development District	-	-	-	-	-	-	-	1,011,321
TIRZ #1 - Tarrant County	-	-	-	-	-	-	-	-
TIRZ #1	-	804,913	-	-	-	-	-	-
Tree Reforestation Fund	-	-	-	-	-	-	-	-
Roadway Impact Fee Fund	-	-	-	-	-	-	-	-
Totals	\$ 1,683,379	\$ 1,609,826	\$ 1,104,803	\$ 1,103,890	\$ 505,401	\$ 1,032,185	\$ 1,014,210	\$ 1,011,321

4rd Quarter Investment Report

QUARTER ENDED SEPT 30, 2025

KIM SILAS, SR. ACCOUNTANT

Executive Summary

Interest Earnings

\$533,961

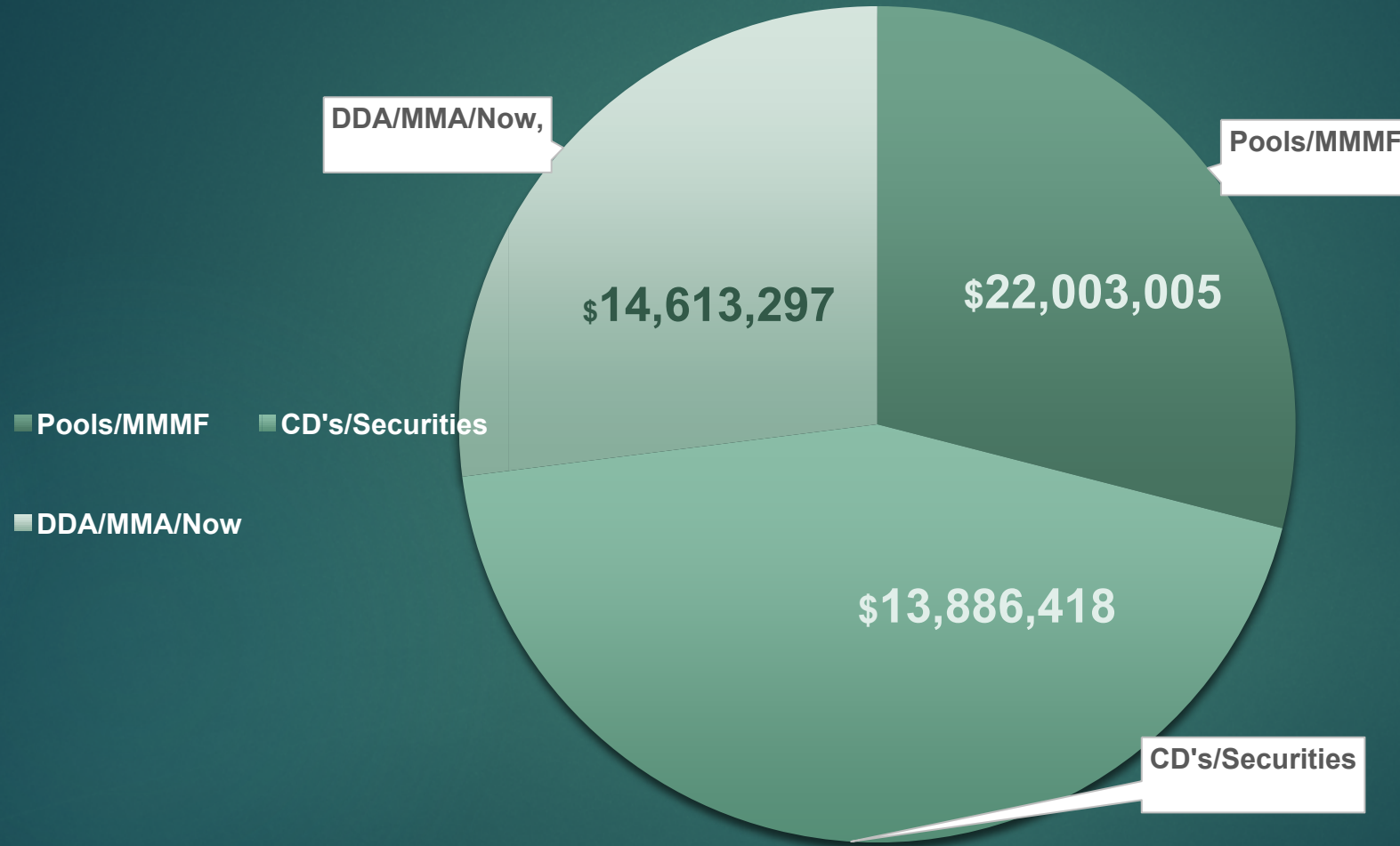
Avg. Yield

4.02%

Fed Funds Target

4. – 4.25

Portfolio Composition



Total Value = \$50,502,720

Investment Activity

East West Bank

Matured: \$524,834

Rate @ maturity: 4.56%

Held: 1 Years

Reinvested @ 4.01% APY

1 Year

ANBT

Matured: \$1,102,894.77

Rate @ maturity: 5.12%

Held 1 Years

Reinvested @ 4.39% APY

1 Year

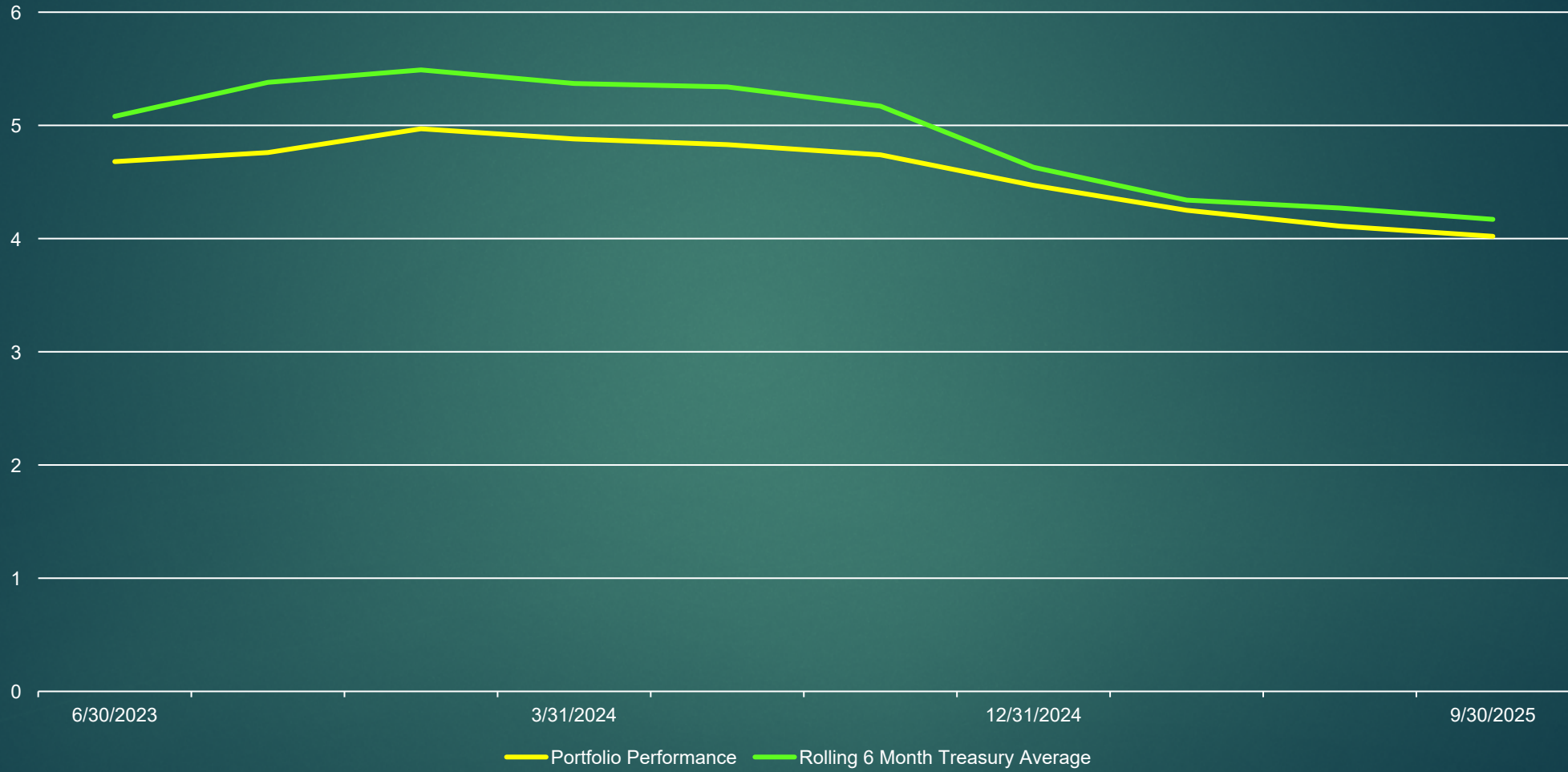
ANBT

New CD \$1,001,296.66

Invested 4.07% APY

18 Months

Portfolio Compared to Treasury



FY 24 and FY25 Comparison

Measure	FY24	FY25	Change
Total Value	\$45,825,060	\$50,502,720	10% Increase
Portfolio Yield	4.74%	4.02%	-15%
Treasury Yield	5.34%	4.35%	-19%
Earnings	\$2,032,129	\$2,169,087	7% Increase

Summary:

Quarter Earnings: \$533,961

FY25 Earnings: \$2,169,087

Fed Funds target rates are expected to decline, as a result earnings are starting decline.

The City of Azle's portfolio 1/2 highly liquid LGIP's, 1/4 CD's and 1/4 operating cash



Questions?



Presenter: Yael Hoffman, City Secretary
Agenda Item: Consider any action on the November 18, 2025 City Council meeting minutes.

Background and Explanation:

Procedural.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. Minutes 11-18-2025



MINUTES
Regular Meeting
Azle City Council

505 W. Main Street
Azle, Texas 76020

November 18, 2025

6:00 PM

Council Chambers

CALL TO ORDER

Mayor Goode called the meeting to order at 6:02 PM

Members Present:

- Mayor Randa Goode
- Mayor Pro-tem Stacy Peek
- Councilmember Derrick Nelson
- Councilmember Amy Estes
- Councilmember Josh Berry
- Councilmember Rouel Rothenberger
- Councilmember Brian Conner

Staff Present:

- | | |
|-----------------|--------------------------------------|
| Tom Muir | City Manager |
| Amber Beard | Assistant City Manager |
| Yael Hoffman | City Secretary |
| Susie Hiles | Assistant to the City Manager |
| Will Scott | Fire Chief |
| Lee Godbold | Assistant Fire Chief |
| David Hawkins | Director of Planning and Development |
| Rick White | Director of Public Services |
| Kyle Culwell | Parks Superintendent |
| Victor Gonzales | Assistant Library Director |

INVOCATION

Paul Collins, team member of Son Shine Ministries, gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Goode led the Pledge of Allegiance.

PUBLIC PARTICIPATION

Eric Crile - introduced himself as a candidate for the Tarrant Appraisal District board, and asked the council for their support.

PRESENTATIONS

1. Community Development / Economic Development Annual Update

Mayor Goode recognized Director of Planning and Development David Hawkins, who reported on the community development/economic development activities of the past year.

ACTION ITEMS

2. Consider and take action on the November 4, 2025 regular council meeting minutes.

Councilmember Rothenberger moved to approve the November 4, 2025 regular council meeting minutes, as presented. Councilmember Conner seconded the motion.

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

3. Consider any action rescinding the appointment of Aaron Towner from the Planning and Zoning Commission, Place 8 Alternate

Mayor Goode recognized Director of Planning and Development David Hawkins, who explained that Mr. Towner does not live within the city limits, although he owns property in the city and has a home under construction. Therefore, he does not meet the residency requirement to serve as a board member.

Councilmember Nelson moved to approve rescinding the appointment of Aaron Towner from the Planning and Zoning Commission, Place 8 Alternate. Councilmember Rothenberger seconded the motion.

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

4. Consider any action on Resolution No. 2025-24 casting votes for candidates for the Tarrant Appraisal District Board of Directors

Councilmember Conner moved to approve Resolution No. 2025-24 casting all three (3) City votes for Eric Crile for the Tarrant Appraisal District Board of Directors. Councilmember Estes seconded the motion.

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

5. Consider any action on Resolution No. 2025-25 casting votes for the candidates for the Parker County Appraisal District Board of Directors

Councilmember Conner moved to approve Resolution No. 2025-25, casting the City's votes for the Parker County Appraisal District Board of Directors as follows; 7 votes for Richard Barret and 7 votes for Joe Wilkinson. Mayor Pro Tem Peek seconded the motion.

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

6. Consider any action on the Facade and Signage Improvement Program application for 450 W Main St.

Councilmember Rothenberger moved to approve the Facade and Signage Improvement Program application for 450 W Main Street in the amount of \$1285.47 for a new sign for Locke Construction. Councilmember Conner seconded the motion.

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

7. Consider any action on Ordinance No. 2025-19 regarding a request to vacate and abandon certain portions of the street right-of-way of Skinner Drive in the City of Azle, Texas.

Mayor Goode recognized Director of Planning and Development David Hawkins, who advised that Skinner Drive was deeded to the City in 1961 (along with Kona Drive), however, was never constructed and has been maintained by the adjacent property owners. The owner of 4 Kona Drive is requesting the City vacate the entire right-of-way. There are no utilities and no residents that currently use the street.

Councilmember Conner moved to approve Ordinance No. 2025-19 vacating and abandoning certain portions of the street right-of-way of Skinner Drive in the City of Azle. Councilmember Rothenberger seconded the motion.

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

DISCUSSION ITEMS

8. Ideal Impact Energy Savings Project

Mayor Goode recognized Noah Hines, from Ideal Impact, who provided an overview of the HVAC project and energy-saving measures.

9. Downtown Turnback Feasibility Analysis

Mayor Goode recognized Director of Planning and Development David Hawkins, who introduced Jason Claunch (Catalyst) and Jeff Whitacre (Kimley-Horn). They presented the Downtown Turnback Feasibility Analysis, supporting the 2045 Comprehensive Master Plan and Downtown redevelopment, and shared options for Main Street and the Downtown area.

10. Shade Structures

Mayor Goode recognized Parks Superintendent Kyle Culwell, who presented options and costs for shade structures at Shady Grove Park. The Council agreed to proceed with metal shade structures for both Shady Grove Park beach area and the Shady Grove Park ballfields.

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS

- Revisit fee structure for the ballfields.

MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

- 11-21-2025 Thanksgiving Luncheon at the Community Room.
- 11-27&28-2025 City Facilities will be closed for the Thanksgiving Holiday.
- 12-06-2025 - Christmas on Main Street

EXECUTIVE SESSION

Mayor Goode convened to Executive Session at 8:03 PM.

551.074 PERSONNEL MATTERS

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

551.087 – DELIBERATION REGARDING ECONOMIC NEGOTIATIONS

Discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations for approximately 78 acres located at 513, 515, 517, 519, 553, 561,573, 581, 629 Sandy Beach Rd. and 11336 Mountain View Dr.

Mayor Goode reconvened to open meeting at 9:52 PM.

ADJOURNMENT

Mayor Goode adjourned at 9:52 PM.

Presented and approved on 12-02-2025

Randa Goode, Mayor

Attest:

Yael Hoffman, TRMC, MMC
City Secretary



Presenter: Jennifer Walls, Purchasing Agent

Agenda Item: Consider any action on awarding the bid for the City's mowing services (Bid No. 2026-001).

Background and Explanation:

Sealed bids were solicited for the City's annual requirement for Mowing Services, (Bid No. 2026-001). The contract provides grounds maintenance and landscape services for the City's facilities. The contract will expire on December 31, 2026, and will have the option to renew an additional two (2) twelve (12) month periods if agreed by both parties. The funds are available in the General Fund within the Parks Department budget.

On November 6, 2025, nine (9) bids were received and read aloud, and they are as follows:

Superior Landcare - \$62,754.00
 Brightview - \$62,834.39
 Lawn Patrol - \$62,875.00
 WCD Enterprises - \$63,696.00
 OPW Commercial Services - \$65,548.00
 Nico's Landscape - \$82,412.00
 SRH Landscapes \$130,000.00
 Look Out Properties - \$301,770.00
 Three Pillars Landscaping - \$308,750.00

Bids were evaluated by the Parks Department in coordination with Purchasing staff. Although Superior Landcare submitted the lowest bid, the company does not possess the license required by the Texas Department of Agriculture. Individuals or companies applying herbicides or pesticides on public property or within municipal boundaries must hold a valid Texas Department of Agriculture license with the appropriate classifications.

Therefore, Staff chose to look at the next lowest bidder, Brightview, and they meet all specifications.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

Award Bid No. 2026-001 for mowing services to the lowest responsible bidder, Brightview.

Attachments:

None



Presenter: Tom Muir, City Manager

Agenda Item: Baseball field fees

Background and Explanation:

Councilmember Derrick Nelson requested a discussion on reevaluating the recently revised field fees.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. 2025 Amended Fee Schedule for Parks Rec

Exhibit "A"

Division 2. Drainage Utility System

Sec. A6.041 Stormwater utility fees

(a) Rates. The following SFU rate is hereby established and shall be used to calculate the total monthly stormwater utility fee for all property located in the city:

SFUs	Fee
0-1	\$5.50 (minimum)
Over 1	\$1.83 per each 1/3 SFU or portion thereof

(Ordinance 2021-19 adopted 11/2/21)

(b) Appeal for adjustment. Upon receipt of a written statement from the city manager denying a request to adjust the stormwater utility fees or refusing to direct that a lien not be filed, the owner or customer who initially filed the appeal may, within thirty days after receiving the statement from the city manager and after paying a twenty dollar (\$20.00) administrative fee, apply in writing to the city council for review of the denial.

(Ordinance 2021-19 adopted 11/2/21)

ARTICLE A7.000 PARKS AND RECREATION FEES

Sec. A7.001 Rental of park facilities

(a) The following fees shall be charged for rental of the following city park facilities:

	<u>Resident Fee</u>	<u>Nonresident Fee</u>
(1) <u>Gazebo</u> (per hour)	\$25.00	\$50.00
(2) <u>Pavilion</u> (per hour)	\$25.00	\$50.00

(3) Central Park Amphitheater: Rental includes the amphitheater stage and grass area. Rentals are commonly used by individuals for weddings, birthday parties, concerts, exercise classes and other special events.

	<u>Fee</u>
(i) Category A	
a. Resident (per hour)	\$25.00
b. Nonresident (per hour)	\$50.00

Exhibit "A"

(ii)	Category B		
	a.	Weekday (all day)	
		Resident	Deposit
		\$200.00	\$100.00
		Nonresident	
		\$250.00	\$100.00
		Resident	Deposit
	b.	Weekend (all day)	
		\$240.00	\$100.00
		Nonresident	
		\$350.00	\$100.00

*Amphitheater user categories: See [section 1.09.047](#) of the Code of Ordinances.

- (4) Central Park Volleyball court (per hour): resident \$10.00 nonresident \$15.00
- (5) Shady Grove Tennis court (per hour): resident \$10.00 nonresident \$15.00
- (6) Shady Grove ballfields (rentals):
 - (A) Without lights (per hour): resident \$25.00 nonresident \$35.00
 - (B) With lights (per hour): resident \$35.00 nonresident \$45.00
- (7) City sponsored softball league (per team): (new league fees effective Spring 2026)
League \$360.00 10 games plus playoffs
- (8) Private tournament fees (Shady Grove ballfields):
 - (A) One field: resident \$400.00 nonresident \$500.00
 - (B) Additional field: resident \$200.00 nonresident \$250.00
 - (C) Lights an additional \$35.00 per field per hour.

Sec. A7.002 Youth sports association fees

- (a) Facility league usage fee: \$8.00 per participant per season.

(Ordinance 2014-01 adopted 1/7/14)

ARTICLE A8.000 GOLF FEES

Sec A8.001 The par-72, 18 hole tract winds its way through the hilly, wooded land next to Ash



Presenter: Stephen Barnes, Finance Director

Agenda Item: Purchasing Policy

Background and Explanation:

Staff recently reviewed the Purchasing Policies and Procedures to ensure the policy is effective, includes best practices, and complies with any changes in state or federal purchasing laws. The purchasing policy includes general guidelines and establishes procedures to ensure a fair and competitive process in compliance with purchasing laws. It is designed to provide guidance to directors and managers when making or approving City purchases.

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

1. City of Azle Draft Purchasing Policy to City Council

City of Azle

PURCHASING POLICY AND PROCEDURES



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CITY OF AZLE PURCHASING POLICY

Policy Purpose

- Ensure compliance with federal, state and local purchasing laws
- Establish policies and procedures that maintain the integrity of the purchasing process
- To ensure that responsible bidders are given fair opportunity to compete for City business
- Procure goods and services that meet the quantity and quality requested by departments at the best possible price

ETHICAL STANDARDS

By participating in the procurement process, employees of the City agree to:

- Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Azle.
- Avoid the intent and appearance of unethical or compromising practices in relationships, actions and communications.
- Refrain from soliciting or accepting money, loans, credits, discounts, gifts, entertainment, favors or services from present or potential suppliers that might influence or appear to influence purchasing decisions.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether as payment for services or not, and never accept for himself or herself or for family members, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of their duties.
- Handle confidential or proprietary information belonging to the City and/or its suppliers with care and proper consideration of ethical and legal ramifications and governmental regulations.
- Never use any information gained confidentially in the performance of their duties as a means of making private profit.
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.

- Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- Expose corruption and fraud if discovered.

Pursuant to the City Charter Section 11.02, no officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in land, materials, supplies or service. The above provision shall not apply where the interest is represented by ownership of stock in a corporation involved, provided such stock ownership amounts to less than 1% of the corporation stock. Any violation of this section shall constitute malfeasance in office and any officer or employee of the City found guilty thereof shall forfeit his office or position. Any violation of this section with the knowledge, express or implied, of the person or corporation contracting with the City shall render the contract voidable by the City Manager or the City Council.

Any employee who exercises discretion in the planning, recommending, selecting or contracting of a vendor is required to disclose certain relationships with City of Azle vendors, or an employee or agent of the vendor, in accordance with Chapter 176 of the Local Government Code.

Purchases Under \$3,000

Purchases under \$3,000 will not require a requisition. Quotes are not required, but it is suggested that the departments contact at least two (2) Azle local vendors, if available, and purchase the items from the vendor that provides the best value to the City for the price quoted.

Purchases of \$3,000 to \$100,000

Purchases of \$3,000 up to \$100,000 require a requisition and three (3) written quotes. State Law requires a minimum of two (2) Historically Underutilized Businesses that have been certified by the statewide HUB program to be contacted on a rotating basis. A list of certified HUB vendors is obtainable from the State Comptroller's website (<https://comptroller.texas.gov/purchasing/vendor/hub/>). Departments will be required to submit documentation with the requisition that HUB vendors were contacted and provided sufficient time to respond. If the list fails to identify a historically underutilized business in the category or area of goods or services to be acquired, the City is exempt from this section of the local government code. The quotes and all other pertinent information must be attached to the requisition for approval by the Finance Department. Once the requisition is received by Finance, the staff will ensure the requisition is complete, verify that the required quotes are attached, verify that there is sufficient budget remaining to cover the purchases and that the purchases are charged to the correct accounts. After the requisition has been approved, the Finance Department will then process a purchase order. The system will automatically assign a purchase order number which will be

accessible to the requesting department. **Purchases are not to be made without a purchase order number.**

Purchases that Exceed \$100,000

Purchases that exceed \$100,000 must go through a competitive sealed bidding or competitive sealed proposal process.

An employee commits Class B misdemeanor if he or she knowingly or intentionally makes or authorizes a separate, sequential or component purchase to deliberately avoid this bidding requirement. Separate purchases are when purchases of items are split into multiple purchase orders that in normal purchasing practices would be placed on one purchase order. Sequential purchases are when items or services are ordered over a period of time on individual purchase orders that in normal purchasing practice would be placed on one (1) purchase order. Component purchases are when component parts of an item are placed on multiple purchase orders that in normal purchasing practices would be placed on one (1) purchase order.

Competitive Sealed Bidding Process

It is required that specifications be written and formal bids obtained. Award of purchases will be based on a combination of price, quality, delivery time, and whether the bidder has met the criteria listed in the specifications. The bid will be awarded to the lowest responsible bidder or to the bidder that provides the best value to the City in conjunction with bid specification criteria, but the City reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City. Bid tabulations will be completed and agenda items will be prepared for presentation to the City Council for final award. After the department has chosen a vendor and the City Council has approved of the vendor, the requesting department will enter a requisition for the Finance Department's approval and attach a signed City Council Resolution or City Council meeting minutes authorizing the purchase and other pertinent information. Once the requisitions are received by the Finance Department, the staff will ensure the requisitions are complete, verify that there is sufficient budget remaining to cover the purchases, verify that the purchases are charged to the correct accounts and that the City Council has approved of the purchase from the selected vendor. After the requisitions have been approved, the Finance Department will then process a purchase order. The system will automatically assign a purchase order number which will be accessible to the requesting department. **Purchases are not to be made without a purchase order number.**

Typical Sequence of events:

1. Requesting Departments will determine the timing of the desired goods or services and prepare detailed specifications for the Request for Bids far enough in advance to ensure the desired bid date can be met.
2. The Finance Department will receive the Bid Specifications and prepare a Request for Bid and advertise it in the newspaper and distribute to potential vendors. The advertisement must be published at least once a week for two (2) consecutive weeks in the City's official newspaper. The first publication must be more than fourteen (14) days before the date of the bid opening (Local Government Code §252.041).
3. The selection of vendors will be determined by (1) the lowest responsible bidder or (2) the bidder who provides goods and services at the best value to the City.
4. In determining the best value for the municipality, the municipality may consider: (1) the purchase price; (2) the reputation of the bidder and of the bidder's goods or services; (3) the quality of the bidder's goods or services; (4) the extent to which the goods or services meet the municipality's needs; (5) the bidder's past relationship with the municipality; (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities; (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and (8) any relevant criteria specifically listed in the request for bids or proposals.
5. The best value method may not be used and the contract must be awarded to the lowest responsible bidder for contracts for the construction of the following when the cost is more than \$1.5 Million:

highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction; buildings or structures that are incidental to projects that are primarily civil engineering construction projects" (Local Government Code §252.043(d)).

If the cost is less than \$1.5 Million, the best value method may be used to award the contracts
6. If the City desires to award a contract for goods and services under the best value method, the City must indicate in the bid specifications that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City (Local Government Code §252.043(c)).

7. Sealed bids are to be addressed to the attention of the Purchasing Agent who will coordinate the Bid Openings. If the bid is to be awarded to the lowest responsible bidder, the bids will be opened and read aloud with the apparent low bidder announced. If the bid is to be awarded based upon best value, the bids will be opened and read aloud; the City Council will then determine which bidder provides the City with the best value. However, an announcement will be made to those present at the bid opening that a recommendation will be presented to the City Council for the award to the lowest responsible bidder or the bidder who provides the best value to the City after an analysis of the bids has been conducted by staff. The Purchasing Agent will be responsible for preparation of the recommendation and agenda item to be presented to the City Council for award. The City reserves the right to reject any and all bids.
8. The City may award a contract for any real property or personal property that is not affixed to real property to a bidder whose principal business is in the City and whose bid is within 3% of the lowest bidder whose principal business is not located in the City per the Local Government Code (§ 271.905). In order to award a purchase to the local bidder in such circumstances, the City Council must determine, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities created by the contract award, including the employment of residents of the City and increased tax revenues to the City, pursuant to Local Government Code §271.905.
9. The City may award a contract for any real property or personal property that is not affixed to real property to a bidder whose principal business is in the City and whose bid is within 5% of the lowest bidder whose principal business is not located in the City per the Local Government Code (§ 271.9051). This section only applies to contracts for construction services in an amount of less than \$100,000 or a contract for other purchases in an amount of less than \$500,000. In order to award a purchase to the local bidder in such circumstances, the City Council must determine, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities created by the contract award, including the employment of residents of the City and increased tax revenues to the City, pursuant to Local Government Code §271.905.
10. In the event there are two (2) or more responsible bidders with the identical lowest bids that fully meets the specifications and needs of the City, the bidder who is a resident of the City shall be awarded the bid. If two or more identical bids are residents, the award of the contract will be determined by casting of lots. The casting of lots must be in a manner prescribed by the Mayor and must be conducted in the presence of the governing body of the municipality. All qualified bidders and their legal representatives may elect to be present at the casting of lots. The City will still retain its right to reject all bids per Local Government Code (§271.901).

Competitive Sealed Proposal Process

The criteria for awarding the bid to a vendor for sealed proposals is not based on price alone. While price is important, vendor qualifications, experience, and support system may be some of the components that will be considered in making a selection. The desired evaluation factors for the particular procurement must be listed in the Request for Proposal (Local Government Code §252.042(a)). The Purchasing Agent will be responsible for coordinating the written Request for Proposal and publishing it in the newspaper. The advertisement must be published at least once a week for two (2) consecutive weeks in the City's official newspaper. The first publication must be more than fourteen (14) days before the date of the bid opening (Local Government Code §252.041). After responses to the Request for Proposal have been received, the Purchasing Agent will collaborate with a Review Committee to score the proposals and develop a recommendation.

The recommendation will be presented to the City Council for award to the lowest and most responsive bidder which best meets all the evaluation criteria. Proposers shall be treated fairly and equally with respect to any opportunity to discuss and revise proposals. If there are vendor negotiations, care shall be made to avoid disclosing proposal contents of other bidders. All proposals that were submitted will be open to public for inspection after the contract award. However, trade secrets and confidential information will not be made available for public inspection (Local Government Code, Chapter 252.049). Bid documents should notify bidders that any confidential or information deemed a trade secret must be labeled as such to be withheld from disclosure.

Purchases Exempt from Competitive Bidding

Pursuant to Local Government Code §252.022, Competitive Bidding is not required for an expenditure for:

- a procurement made because of a public calamity;
- a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- a procurement for personal, professional, or planning services;
- a procurement for work that is performed and paid for by the day;
- a purchase of land or a right-of-way;
- a procurement of items that are available from only one (1) source including:

patents, copyrights, secret processes, or natural monopolies; films, manuscripts, or books; gas, water, and other utility services; captive replacement parts or components for equipment; books, paper, and other library materials for a public library; management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;

- a purchase of rare books, papers, and other library materials for a public library;
- paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements
- a public improvement project, already in progress, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters
- a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212
- personal property sold: at an auction by a state licensed auctioneer; at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; by a political subdivision of this state, a state agency of this state, or an entity of the federal government
- participation in cooperative purchasing programs which are established to provide local governments access to contracts with vendors for purchase of materials, supplies, services or equipment. Departments will submit documentation of participation with the requisitions for approval.
- services performed by blind or severely disabled persons
- purchases for subsequent retail sale
- electricity
- advertising, other than legal notice

Procuring of Professional and Consulting Services

Professional and consulting services include such services as accounting, architecture, engineering, surveying, medicine and planning. These contracts will not be awarded through a competitive bidding process. The awards will be based on the following:

- Demonstrated competence and qualifications

- Fair and reasonable price.
- Fees not exceeding maximums allowed by law

The following selection procedure must be used:

1. First select the most highly qualified provider on the basis of demonstrated competence and qualifications
2. Attempt to negotiate with that provider a contract that is at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the first-choice provider, then the City shall:

- 1) Formally end negotiations with that provider
- 2) Select the next most highly qualified provider
- 3) Attempt to negotiate a contract with that provider at a fair and reasonable price.

This process shall be followed until a fair and satisfactory contract is negotiated and accepted by both parties.

Note that these services are exempt from the bidding requirement, but *not* from proper approval by the governing body.

Professional Services contracts exceeding \$50,000 *require City Council approval.*

Sole Source Purchases

There are many reasons why a purchase might be possible or practical from only one (1) vendor:

1. There is no competitive product. The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source or a unique item such as a work of art.
2. The product is only available from a regulated or natural monopoly. For example, regulated utility, gravel from the only pit in the area or some similar situation are natural monopolies.
3. The product is a component of an existing system that is only available from one (1) supplier. Replacement or repair of a component part may only be available from the original supplier.

Under most conditions, a sole source purchase should be the subject of a certain amount of negotiation. The purchaser should prepare a detailed list of requirements relating to

delivery, quality, performance and other conditions and be prepared to withhold final intent to purchase in order to negotiate the best price and service. The purchaser should do everything in his power to strengthen the City's bargaining position.

Sole Source Purchase Procedure

Sole source purchases are handled the same as other purchases, with these exceptions:

1. If the requisitioning department determines that the item is a sole source purchase, one of the following should be attached to the requisition:
 - A statement from the vendor attesting to the fact that the item(s) requested is available from only that vendor.
 - An explanation of why this is a sole source purchase as well as information concerning attempts to obtain competitive bids on the item(s) requested.
2. The requisition is then completed in accordance with established procedure.
3. Purchasing determines that the item is a sole source purchase. Purchasing reserves the right to publish specifications and advertise for bids to verify sole source status.
4. After the requisition is approved, the Purchase Order is prepared and processed according to established procedure.

Change Orders

A change order is the written documentation and approval process that must be performed when changes in the plans or specifications are necessary after the performance of the contract is begun. Such changes, within the original scope of work, may include a change in the quantity of work to be performed, the cost of work to be performed, or the materials, equipment or supplies to be furnished.

A change order is usually written for a construction contract but may be necessary in other types of contracts.

Change orders for purchase orders or contracts for pricing increases due to a change in the scope of work should be approved by the Purchasing Agent in writing prior to the vendor starting any additional work. Departments will complete a Change Order Request Form and will not authorize any changes until the Purchasing Agent approves the request. If a change order involves a decrease or an increase of \$50,000, or less, the City Manager is authorized by City Council to approve the change. In accordance with State law, the original contract price may not be increased by more than \$50,000 without formal City Council approval. The original contract price may not be increased by more than 25%. The original contract price may not be decreased by more than 25% without the consent of the contractor.

Insurance and Bond Requirements

Contractors, consultants and certain suppliers whose work or employees, may expose the City and the public to risk of any kind are required to provide indemnification to the City and a certificate of insurance or an insurance policy that shows coverage meeting the City's requirements. These requirements should be included in the Request for Quote or Invitation to Bid and are made part of the contract or purchase order. Insurance requirements may vary from project to project depending on the type of work or services being provided.

In accordance with Texas Government Code Chapter 2253, performance and payment bonds are required for contracts on certain public works projects.

Payment Bonds are required for public works contracts in excess of \$50,000 and must be written for 100% of the total bid price. The payment bond is for the protection of those performing work as subcontractors or suppliers for the prime vendor/contractor.

Performance Bonds are required for 100% of the total bid price on all public works contracts when the vendor's bid exceeds \$100,000. Performance bonds are for the protection of the City that the contractor will perform in accordance with the plans, specifications and contract documents.

Receiving / Inspection / Payment

When materials, equipment or supplies are received, the department that placed the order is responsible for inspecting the shipment and initiating the payment process. All items must be inspected upon receipt. The inspection should include verification of correct quantities and a check for damaged or defective goods.

When all goods or services ordered are received and complete, the requesting department will provide the invoices to Finance for payment. The invoices will be signed and coded with the correct account number by the Department Director or designee.

Once the Finance Department receives proper documentation, payment will be processed. All fully executed contracts must be provided to the Purchasing Agent prior to payments being made.

Store Accounts Exempt from the Purchase Order Process

Purchases can also be made through store accounts. Store accounts are defined as those accounts that provide a single invoice that covers all the City's purchases on a monthly basis. Requisitions and purchase orders are not required for these purchases.

Emergency Purchases

Texas statutes generally allow the local government to make emergency or exempted purchases without competitive procurement. Council approval prior to purchase is advised, if practical. If this is not feasible, emergency purchases exceeding the City Manager's signature authority of \$50,000 should be ratified by the Council.

Although there is no clear definition of what constitutes an emergency purchase, a political subdivision is generally exempted from competitive procurement when any one of the following conditions exists:

1. The prompt purchase of items because of a public calamity that requires an immediate appropriation to provide for the needs of the public or to preserve the property of the municipality.
2. The item is necessary to preserve or protect the public health or safety of residents of the political subdivision.
3. The item is made necessary by unforeseen damage to public machinery, equipment or other property.

Since these exemptions are stated in broad terms, the user Department must justify the emergency and submit documentation of the circumstances that substantiates the necessity to make an emergency purchase to the Purchasing Agent.

The following are guidelines for dealing systematically with emergency purchases.

1. **QUALIFICATION:** The purchase must qualify as an emergency purchase under the definition in the Local Government Code Section 252.022. The buyer will contact the Purchasing Agent to describe the circumstances that qualify the purchase as an emergency. Purchasing will assist the responsible Department in the determination of the emergency status and a practical plan for the purchase.
2. **DESIGNATION:** The designation of emergency purchase indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed and therefore no competitive bids are required
3. **NORMAL WORKING HOURS:** All emergency purchases occurring during normal working hours are processed through the Purchasing Department as follows:
 - a. The user Department will notify the Purchasing office immediately with as much information as possible about the emergency purchase and prepare an email to the Purchasing Agent and Finance Director, with a copy to their Director, detailing the circumstances designating the purchase as an emergency.
 - b. A purchasing requisition is prepared by the Department and approved through the normal channels., If the purchase exceeds \$3,000 a copy of the email notifying purchasing of the emergency should be attached to the purchasing requisition.
 - c. Simultaneously, the user Department should request expedited delivery.

4. **EVENINGS, WEEKENDS AND HOLIDAYS:** For other than normal working hours, when Purchasing support is unavailable, procedures are as follows:
- a. The responsible official of the Department takes whatever steps are necessary to procure needed supplies, services or equipment to relieve the emergency situation. **Only those goods or services actually needed during the evening, weekend or holiday may be procured.**
 - b. If the purchase exceeds \$3,000, the responsible official will notify Purchasing on the first day following the emergency and prepare an email to the Purchasing Agent, Finance Director and their Director citing the circumstances of the emergency and certifying that the purchase involved was necessary because of one of the reasons listed in Texas Local Government Code Section 252.022. When submitting resulting items to Accounts Payable for payment, the responsible official shall attach to the approved and coded invoices, any bills for materials, receipts or other documents related to the purchase along with a copy of the email that certified the purchase as an emergency purchase.
 - c. In these circumstances, the user Department bears the burden of ensuring that the emergency purchase meets the requirements of State law.

Cooperative Purchasing

The Interlocal Cooperation Act, Gov. Code §791.001 et seq., gives the cities flexibility to contract with other governmental entities, including state agencies, districts, counties and municipalities. The City may contract with another local government to perform governmental functions and services such as:

Police protection and detention services; Fire protection; Streets, roads and drainage; Public health and welfare; Library and museum services; Records center services; Waste disposal; Planning; Engineering; Administrative functions; Public funds investment; Other governmental functions in which the contracting parties are mutually interested” (Gov. Code §791.003)

Note that these purchases are not exempt from competitive bidding but are bid and contracted by agencies participating in the cooperative effort.

Local governments and agencies involved must contract with one another to participate in these types of agreements. The City is authorized to participate in various cooperative purchasing programs including the State of Texas, the Houston Galveston Area Council, Tarrant County and BuyBoard.

Auction Purchases

Competitive bidding is not required when purchasing at an auction by a state licensed auctioneer. These purchases must be coordinated by the Purchasing Agent to ensure proper licensure and that purchasing procedures are followed.

Lease-Purchase Agreements

The City may obtain the use of equipment or other personal property through a lease-purchase agreement. L.G.C. §271.005(a). A vendor leases a piece of equipment to the City with an option to purchase. Competitive bidding or quotes are required for expenditures more than \$3,000.

Surplus

Purchasing is responsible for the sale and/or disposal of surplus City property. Surplus City property is defined as any City-owned property, other than real estate and buildings that are worn out, obsolete or no longer needed for current operations yet still have a potential resale value. Surplus goods include, but are not limited to, equipment, parts, tools, vehicles, computers, software and furniture.

1. The responsible Department Director and Finance Director shall jointly determine when City-owned property has no resale value. Resale value shall take into consideration the cost of preparing the item for sale. Items without potential resale value may be disposed of in any manner approved by the responsible Department Director and Finance Director.
2. Department Managers shall review their department's assets each year. Prior to the disposal of any property, the department is required to submit a list including description, make, model and serial number of property that they recommend to be designated as surplus. Only the City Manager, Assistant City Manager or Finance Director has the authority to declare City-owned goods as surplus. The Purchasing Agent or other member of the Finance Department will review all surplus property lists for items that may be on asset inventory registers and update such registers accordingly.
3. Surplus goods will be disposed of in a manner that will yield the greatest possible benefit to the City. Whenever possible, items will be grouped together and sold at public auction. Individual items that are not easily stored for a future auction may be disposed of individually. Proceeds from such sales will be accounted for in accordance with Generally Accepted Accounting Principles.
4. In order to maintain the highest appearance of ethical propriety at all times, surplus goods may not be given or sold directly or indirectly to City employees or City officials except under exceptional circumstances. Exceptional circumstances may be approved with a written recommendation from the employee's Department Director and subsequent approval of the Finance Director, Assistant City Manager

- or City Manager. An example of such an item would be a duty weapon for a retiring officer or ballistic vest tailored to a specific officer.
5. Surplus property may be donated to another government entity or non-for-profit with approval of City Council.
 6. City employees may participate in public auctions for the purchase of surplus property on their own time.

PURCHASING CARD POLICY

Introduction

The purpose of the purchasing card program is to establish a more efficient and cost-effective method of purchasing and paying for small dollar purchases. The purchasing card program is established in order to provide immediate access to goods and/or services. The purchasing card can be used with suppliers who accept credit cards and are **not** regular City vendors. Purchases from regular City vendors who have an established account with the City of Azle will be made through the normal purchasing process with approved invoices submitted to accounts payable for payment.

General Information

These policies and procedures provide the general guidelines for using the purchasing card. These policies and procedures apply to all City of Azle purchasing cards issued in an individual employee's name as well as travel cards issued under the department's name. The cardholder or employee assigned a departmental travel card is responsible for the security of the purchasing card and the transactions made with it.

Requirements for Receiving a Purchasing Card

The requirements for an applicant to receive a purchasing card in their name are as follows:

- Applicant must be approved by the Department Director and the Finance Director
- The applicant must be an employee of the City of Azle
- Each cardholder is required to sign the City of Azle Purchasing Cardholder Agreement in the presence of the Purchasing Card Administrator.

The cardholder must use the purchasing card for official City of Azle purposes only.

Under no circumstances should personal charges be made with the City purchasing card. Failure to follow these guidelines may result in disciplinary action, including possible termination.

Cardholder Responsibilities

- Ensure the card is used for legitimate City purposes only.
- Maintain the card in a secure location at all times.
- Obtain a detailed or itemized receipt, sales slip or invoice for each transaction.
- Reconcile all sales slips, register receipts and/or invoices to the monthly statement provided by the purchasing card issuer. The statement/reconciliation should be signed by the cardholder and the cardholder's Department head after the statement has been reconciled. The completed and signed statement/reconciliation should be submitted to purchasing along with the itemized receipts by the due date sent monthly via email. Failure to turn in receipts by the stated deadline may result in your card being temporarily suspended or deactivated.
- Attempt to resolve all disputes or billing errors directly with the vendor and notify the card issuer and Purchasing Card Administrator if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent billing statement.
- Not accept cash in lieu of credit to the purchasing card account.
- Immediately report a lost or stolen card to the purchasing card issuer, US Bank Commercial Cards, by calling customer service at 1-800-344-5696. Customer service representatives are available 24 hours a day, 365 days a year to assist you. The Purchasing Card Administrator should be notified at the first opportunity during normal business hours.
- Return the card to the Department head upon termination of employment with the City.

Purchasing Card Administrator Responsibilities

The Purchasing Agent or another member of the Finance department will be designated as the Purchasing Card Administrator and will be responsible for the purchasing card program. The Purchasing Card Administrator's responsibilities include:

- Serve as City liaison with purchasing card provider.
- Review department approval applications for completeness of required information.
- Submit completed application to card provider and receive purchasing card from provider.
- Train cardholder before releasing purchasing card.
- Maintain a current list of cardholders.
- Attempt to resolve disputed charges/discrepancies not resolved by the cardholder.
- Receive and review provider's bill.
- Ensure that lost/stolen cards have been blocked by the provider.

- Assist cardholders with erroneous declined and emergency transactions.

Authorized Purchasing Card Use

- City of Azle purchasing cards issued in an employee's name shall be used ONLY by the cardholder. The cardholder may make purchases on behalf of others within their department. However, the cardholder is responsible for all use of his/her card.
- May be used for official City business only.
- May be used for approved City purchases included in the current budget.
- May be used to purchase items up to the single transaction limit established for the card.

Unauthorized Use of the Purchasing Card

The purchasing card shall **NOT** be used for the following:

- To make personal or unauthorized purchases.
- To purchase alcoholic beverages or any items or service that violate policies, laws or regulations pertaining to the City.
- To receive cash advances or cash back in lieu of credit being issued for returned items. A cardholder who makes unauthorized purchases may be liable for the total dollar amount of such purchases and may have their purchasing card privileges revoked. The cardholder will also be subject to disciplinary action and possible termination.

Purchasing Card Maintenance and Closure

The Purchasing Card Administrator will close an account if a cardholder: (a) moves to a new job in which a purchasing card is not necessary (b) terminated employment with the City or (c) at the direction of the Finance Director for any of the following reasons which will also subject the cardholder to disciplinary action as outlined in the previous section.

- The purchasing card is used for personal or unauthorized purposes.
- The purchasing card is used to purchase alcoholic beverages or any substances, materials or services that violate policies, laws, or regulations pertaining to the City.
- The cardholder splits a purchase to circumvent the limitations assigned to either the cardholder or the limitations of the purchasing card.
- The cardholder fails to provide required receipts.
- The cardholder fails to provide, when requested, information about any specific purchase.
- The cardholder does not adhere to all of the purchasing card policies and procedures.

Purchasing Card Use

The purchasing card is to be used for the purchase of small dollar items. Purchases may be made in person, by telephone or fax, or online through a secure internet link. Purchases should be made within the budgetary and spending parameters set by the City.

Making a Purchase

The following are general guidelines for using the purchasing card to make a purchase:

- Determine if the intended purchase and vendor meet the requirements stated by the City.
- For face to face transactions, provide the vendor with your purchasing card or for telephone orders give the vendor your account number and expiration date.
- Obtain a copy of the charge slip, sales receipt and /or packing slip and reconcile to the monthly statement.

Lost or Stolen Cards

If a purchasing card is lost or stolen, the cardholder should immediately contact the purchasing card provider, US Bank Commercial Card, by calling customer service at 1-800-344-5696. Customer service is available 24 hours a day, 365 days a year. After contacting customer service, the cardholder should notify the Purchasing Card Administrator.

Billing Errors, Returns and Disputed Charges

The cardholder should always attempt to resolve any disputes or billing errors directly with the vendor. If the issue cannot be resolved with the vendor, the cardholder should access their account online or contact US Bank Commercial Card's customer service to complete a dispute form and notify the Purchasing Card Administrator of the disputed charge. All returns must be reimbursed by a credit to the cardholder's account. **Cash refunds are prohibited.**

Sales Tax

The City is exempt from state and local sales tax. Vendors are required to have a valid sales tax exemption certificate from the City on file. A sales tax exemption form is available on the City shared drive or can be obtained from the Accounting Department. It is the responsibility of the cardholder to ensure that sales tax is not charged.

Erroneous Declines

The cardholder should access their account online or contact US Bank Commercial Card customer service for any instances that the vendor receives a decline and the cardholder does not know the reason. If the decline was in error, the cardholder should immediately contact the Purchasing Card Administrator for assistance.

FEDERAL GRANT FUNDS

Purchases funded by federal grant funds must follow the established 2 CFR 200 Uniform Administrative Guidance Procurement Standards Sections 200.317 through 200.326. Departments will work in conjunction with the Finance Department to ensure compliance.

Suspension and Debarment

Vendors on the Excluded Parties List may not be utilized for the acquisition of goods or services for any project financed with federal grant funds. Federal regulations specify that the use of an excluded party will be grounds for voiding a federally funded grant or contract. The City shall verify the debarment status of all vendors prior to utilizing federal funds, by using the Excluded Parties Listing Systems (EPLS) website (<https://www.SAM.gov>). In addition, the City or its agent must document that verification.

General Procurement Standards

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will be subject to disciplinary actions up to termination.

Change Order Request Form



Name of Vendor _____

Purchase Order Number _____

Original Approved Contract Amount _____

Requested Change in Contract Amount _____

Total Contract Amount Requested _____

Department Director Signature _____

Date _____

Purchasing Agent Signature _____

Date _____