

Notice of Regular Meeting August 12, 2024, 5:00 p.m.

City Council Chamber, 3947 Lincoln Ave., Groves, TX



City Council

Notice is given that the Groves City Council will hold a regular meeting in person on the date, time, and location listed above. Live streaming of the meeting is available for viewing at <https://us02web.zoom.us/j/82349917563> or by scanning the QR code to the right. The City Council welcomes citizen participation at all City Council meetings on any agenda items within the limitations of law and decorum. City Council may adjourn into Executive Session to deliberate any agenda item listed if the matter for discussion meets an exception for Executive Session under Texas Government Code Chapter 551. The City Council may also deliberate in public on any item that is listed on the agenda for Executive Session.



Opening Agenda

1. Call meeting to order.
2. Prayer.
3. Pledge of Allegiance.
4. Roll Call.
5. Welcome and recognition of guests and news media.
6. Reports from Mayor, Council Members, or city staff.
7. Citizen comments.

Regular Agenda

8. Deliberate and act to approve the minutes of the July 29, 2024, City Council Meeting.
9. Deliberate and act to approve the minutes of the July 31, 2024, Special Meeting.
10. Deliberate and act to approve Health, Dental and Vision Insurance for October 1, 2024, to September 30, 2025.
11. Deliberate and act on approval of Ordinance 2024-14 calling for a General Election to be held on November 5, 2024, for the purpose of electing a Mayor, Councilmember for Ward No. 2, Councilmember for Ward No. 4, and City Marshal.
12. Notice of a General Election to be held on November 5, 2024, in the City of Groves.
13. Deliberate and act on approval of a Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.
14. Deliberate and act on the August 12, 2024, Invoice List.

Closing Agenda

15. Hear and deliberate on Council Member comments.
16. Adjourn.

Special Accommodations

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact City Clerk Clarissa Thibodeaux at (409) 960-5773 or cthibodeaux.cigrovestx.com at least three days before the meeting.

Certification

I certify that the above notice of meeting was posted on the bulletin board and front door of City Hall, 3947 Lincoln Avenue, on August 7, 2024, at _____ AM/PM.

City of Groves

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 8

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the minutes of the July 29, 2024 City Council Meeting.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 8/6/24 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: _____

Deadline for Approval: Immediately.

Staff Recommendation: Approval of minutes, as presented.

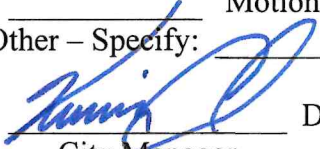
Alternative (if any) for consideration: _____

Identify any attachments to this document: July 29, 2024 City Council Meeting.

Minutes.

Specific Council Action Requested: None (Information item only) _____ Motion X

Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item
(if applicable): \$ _____ Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____

A regular meeting of the Groves City Council was held July 29, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Rhonda Dugas, Councilmember Pete Konidis, and Councilmember Paul Oliver in attendance. Mayor Borne called the meeting to order and welcomed the attendees. Representatives from the local VFW 4820 then led the prayer and pledge of allegiance.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE JULY 15, 2024, CITY COUNCIL MEETING: Mayor Pro Tem McAdams made a motion to deliberate and act to approve the minutes of the July 15, 2024, City Council Meeting and Councilmember Konidis seconded. There were no questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE JULY 23, 2024, SPECIAL MEETING: Councilmember Konidis made a motion to deliberate and act to approve the minutes of the July 23, 2024, Special Meeting and Mayor Pro Tem McAdams seconded. There were no questions and the motion passed unanimously.

Mayor Borne asked for reports and there was a presentation from Texas Municipal League Intergovernmental Risk Pool R.O.A.D. ready completion certificate to the Public Works Department. This certificate was presented by Darral Oliver and Kolby Burkhardt, who are representatives of TMLIRP. The TML Risk Pool has more than 2,800 members. This prestigious Certificate of Recognition was awarded due to the department's achievement of all R.O.A.D Ready badges, and the City of Groves is one of only four cities in the State of Texas to receive this distinguished award.

Mayor Borne asked for citizen comments and there were none.

DELIBERATE AND ACT ON THE APPOINTMENT OF A SELECTION REVIEW COMMITTEE FOR RESPONSES TO THE 2025-2026 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR PROPOSALS FOR PROFESSIONAL ADMINISTRATION SERVICES: Councilmember Konidis made a motion to deliberate and act on the appointment of a selection review committee consisting of the Mayor, Public Works Director, and Finance Director for responses to the 2025-2026 Texas Community Development Block Grant request for proposals for professional administration services. Mayor Pro Tem McAdams seconded. Councilmember Dugas asked City Manager Kevin Carruth if this is done every year and Mr. Carruth stated it is not and that if you apply every year then you don't get maximum points if you were awarded something the year before. Mr. Carruth then stated that it doesn't make sense to do it every year because not getting maximum points for that one criteria is usually enough to keep you out of the money. Mr.

Carruth then informed Council that this is the regular CDBG program and the State's priorities are water, sewer, and streets. Mr. Carruth then stated that the RFP will be the next step and that is what we will be working with the engineers on to decide where it's vested and see which areas have low to moderate income. Councilmember Dugas asked what the amount is that we could possibly receive and Mr. Carruth stated the maximum amount is now \$700,000 with a 15% match from the City. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON THE APPOINTMENT OF A SELECTION REVIEW COMMITTEE FOR RESPONSES TO THE COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION RESILIENT COMMUNITIES PROGRAM REQUEST FOR PROPOSALS FOR PROFESSIONAL ADMINISTRATIVE SERVICES:

Councilmember Dugas made a motion to deliberate and act on the appointment of a selection review committee consisting of the Mayor, Public Works Director and Finance Director for responses to the Community Development Block Grant-Mitigation Resilient Communities Program request for proposals for professional administrative services and Councilmember Oliver seconded. City Manager Kevin Carruth informed Council that this committee is the same that we just voted on and the Resilient Communities Program is a one-time program that was kicked off with Harvey along with a couple of other disasters. Mr. Carruth then stated that it is a no match comprehensive plan of up to \$300,000 and the money is authorized to go until 2028 or until the funds run out. Mr. Carruth also informed Council that the RCP is community-based planning process so there would be a lot of community engagement that would last 4 or 5 months and would be very helpful for the community. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE TO RE-DESIGNATE ORDINANCE 2024-05 REGARDING A SPECIFIC USE PERMIT FOR GAMING MACHINES AT 5130 TWIN CITY HIGHWAY TO ORDINANCE NUMBER 2024-17: Councilmember Dugas made a motion to deliberate and act to approve to re-designate Ordinance 2024-05 regarding a Specific Use Permit for Gaming Machines at 5130 Twin City Highway to Ordinance number 2024-17. Councilmember Oliver seconded. City Manager Kevin Carruth stated that this is just a housekeeping issue because it was discovered that the original Ordinance (2024-05) was at the County Courthouse and the next Ordinance was accidentally assigned the same number. Mayor Borne asked City Attorney Brandon P. Monk if he was ok with this and Mr. Monk stated he was. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE THE CONTRACT FOR A REBATE AGREEMENT WITH THE DEVELOPER OF INDIAN SPRINGS FOR PHASE III: Councilmember Konidis made a motion to deliberate and act to approve the contract for a rebate agreement with the developer of Indian Springs for Phase III and Mayor Pro Tem McAdams seconded. City Attorney Brandon P. Monk informed Council that this contract is consistent with the prior agreement that we reached with them for Phase I & II and is also consistent with our ordinance that is set forth within the agreement. City Manager Kevin Carruth then explained to Council that the developer of Indian Springs installed all of the water, sewer and drainage facilities. The City will rebate 50% of the utility revenue for 20 years or up to the cost of the infrastructure, whichever occurs first, and those three infrastructures will be dedicated to the City. Mayor Borne asked if the number given here is just for Phase III and Mr. Monk stated it is. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE ORDINANCE 2024-09 OF THE CITY OF GROVES, TEXAS, DEDICATING AND ACCEPTING CERTAIN INFRASTRUCTURE IN INDIAN SPRINGS PHASES I & II AS AGREED ON NOVEMBER 23, 2020 IN THE CONTRACT WITH DEVELOPER, INDIAN SPRINGS ACH, LLC.: Mayor Pro Tem McAdams made a motion to deliberate and act to approve Ordinance 2024-09 of the City of Groves, Texas, dedicating and accepting certain infrastructure in Indian Springs Phases I & II as agreed on November 23, 2020, in the contract with developer, Indian Springs ACH, LLC. and Councilmember Konidis seconded. City Manager Kevin Carruth informed Council that this item and the following item which is for Phase III are basically the same it is just accepting the water, wastewater, and stormwater improvements from the developer. They were all inspected as they were being built and meet the City's standard. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE ORDINANCE 2024-12 OF THE CITY OF GROVES, TEXAS DEDICATING AND ACCEPTING CERTAIN INFRASTRUCTURE IN INDIAN SPRINGS PHASE III AS AGREED ON JULY 29, 2024, IN THE CONTRACT WITH DEVELOPER, INDIAN SPRINGS ACH, LLC.: Councilmember Dugas made a motion to deliberate and act to approve Ordinance 2024-12 of the City of Groves, Texas dedicating and accepting certain infrastructure in Indian Springs Phase III as agreed on July 29, 2024, in the contract with developer, Indian Springs ACH, LLC. Mayor Pro Tem McAdams seconded. City Manager Kevin Carruth informed Council that this is the same as the previous item. There were no questions and the motion passed unanimously.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$65,981.67 as follows:

1. Lower Neches Valley Authority	Raw water purchased.	\$22,892.32
2. Otto Environmental Systems	New trash carts.	\$31,099.20
3. Republic Services	Sludge disposal June 2024.	\$11,990.15

Mayor Pro Tem McAdams made a motion to deliberate and act for the July 29, 2024, Invoice Approval List in the amount of \$65,981.67 and Councilmember Konidis seconded. Councilmember Konidis asked how many new trash carts we received and Assistant Public Works Director Glen Boudoin stated 560. There were no further questions and the motion passed unanimously.

Mayor Borne asked for Councilmember comments and Mayor Borne congratulated the Public Works employees for accomplishing something that apparently not very many people can accomplish and stated for them to keep up the good work. Councilmember Dugas stated that she thinks they do an excellent job everyday for us.

There was no further business and Mayor Borne adjourned the meeting at 5:31 p.m.

Mayor

ATTEST:

City Clerk

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the minutes of the July 31, 2024 Special Meeting.

Party(ies) requesting placement of this item on the agenda: Kevin Carruth, City Manager

Submitted to City Manager's Office on: Date: 8/6/24 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: _____

Deadline for Approval: Immediately.

Staff Recommendation: Approval of minutes, as presented.

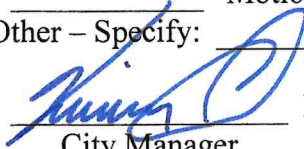
Alternative (if any) for consideration: _____

Identify any attachments to this document: July 31, 2024 Special Meeting Minutes.

Minutes.

Specific Council Action Requested: None (Information item only) _____ Motion X

Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO

If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item (if applicable): \$ _____ Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO

If yes, explain _____

A special meeting of the Groves City Council was held July 31, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Rhonda Dugas, and Councilmember Paul Oliver in attendance. Councilmember Pete Konidis joined the meeting by Zoom. Mayor Borne called the meeting to order and welcomed the attendees. He then led the prayer and pledge of allegiance.

Mayor Borne asked for reports and citizen comments and there were none.

DELIBERATE AND ACT ON THE FOLLOWING AGREEMENTS WITH ENTERPRISE FLEET MANAGEMENT AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS:

- a. Master Equity Lease Agreement;
- b. Amendment to Master Equity Lease Agreement;
- c. Full Maintenance Agreement;
- d. Maintenance Management and Fleet Rental Agreement;
- e. Agreement to Sell Customer Vehicles;
- f. Consignment Auction Agreement.

Councilmember Dugas made a motion to deliberate and act on the following agreements with Enterprise Fleet Management and authorizing the City Manager to negotiate and execute all necessary documents. Councilmember Oliver seconded.

City Manager Kevin Carruth stated that Jeff Koerner from Enterprise Fleet Management is here and he and staff have talked about the Fleet Vehicle Lease proposal several times. This will be 14 vehicles at first as kind of a pilot project and then seeing how that works out before leasing more vehicles. Mr. Carruth then stated that moving forward with the lease program is an important part of the proposed budget for FY 2024-2025 and has an impact on not only the actual cost of vehicles but also fuel and maintenance expenses. Mr. Carruth also stated that this would also allow us to not fill 2 existing vacancies in the garage which would result in quite a bit of savings on the budget.

City Manager informed Council that all six agreements listed above has been looked at by the City Attorney and everything looked good. Councilmember Dugas asked Mr. Monk about what he said had changed and Mr. Monk stated there was an amendment to the Master Equity Lease Agreement that was Texas specific and it changed provisions that made him more comfortable. City Manager Carruth informed Council that the reason this was brought before Council tonight was because of the budget and there is also quite a bit of lead time in receiving vehicles. If we wait until October 1, 2024 we would be receiving vehicles in late winter or early spring of 2025 which would impact the potential savings we have in the FY 2024-2025 Budget. Mr. Carruth then stated if we act today then we can go ahead and get the ball rolling but we won't actually receive anything until late fall of this calendar year but the financial payments will not start until October 1, 2024.

Councilmember Dugas asked about if 3 employees will be losing their job over this and she wants to make sure that nobody will lose their job over this. Mr. Carruth then stated that there are two vacancies in the garage and the City would just not fill those positions. Mr. Carruth also stated there is a third position that will be discussed in the following Budget workshop but is not part of this agenda item. Councilmember Oliver asked as the new vehicles come in what will happen to our existing vehicles and Mr. Carruth stated that Enterprise will auction them off and the money will come back to us. Mr. Carruth then showed Council a chart that showed Council 19 vehicles will be sold and of those 19 only 14 will be replaced and of those that are sold it is estimated the City will make \$57,712.

Mr. Koerner then informed Council that when they sat down and looked at the Public Works, Police, and Fire Fleets and identified those that were longer than 10 years of age. By doing this they were able to identify the first 14 that would be replaced that had higher operating expenses so it made more sense to

replace those first. Mr. Carruth then stated that he had looked at Enterprise several years ago in his previous City and it was not a good fit for there at that time. He also stated that he has met with Mr. Koerner multiple times in the last several months and is one of those things that seems almost too good to be true. Mr. Carruth along with Public Works Director Troy Foxworth, Finance Director Lamar Ozley, and Interim City Marshal Chris Robin have looked at this every which way to try to figure out the catch and they can't find that gotcha. Mr. Carruth is very confident in this but reiterated that he is wanting to do this at a pilot program.

Mr. Koerner then added that they build long term relationships and their goal is to ultimately earn your business long term. Enterprise will have a client strategy management meeting quarterly to provide analytics along with results.

Mayor Borne asked for any other questions and there were none. Motion passed unanimously.

Mayor Borne asked for Councilmember comments and there were none.

There was no further business and Mayor Bailey adjourned the meeting at 5:20 p.m.

Mayor

ATTEST:

City Clerk

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Deliberate and act to approve Health, Dental and Vision Insurance for October 1, 2024 to September 30, 2025.

Party(ies) requesting placement of this item on the agenda: HR Director Stephanie Gaspard

Submitted to City Manager's Office on: Date: 8/7/24 Time: 3:30 p.m. By: C. THIBODEAUX

Explanation of Item: See memo.

Deadline for Approval: _____

Staff Recommendation: See memo.


Alternative (if any) for consideration: _____

Identify any attachments to this document: Memo, Medical benefits proposal for FY 2024-2025, Current

Employee health insurance plan FY 2023-2024

Specific Council Action Requested: None (Information item only) _____ Motion X

Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item (if applicable): \$ _____
Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____

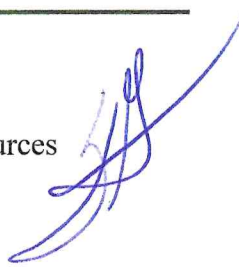
MEMORANDUM

To: Mayor and City Council

From: Stephanie Gaspard, Director of Human Resources

Date: August 7, 2024

Re: Approval of Employee Health Insurance



The renewal rate of the City's current Blue Cross Blue Shield group medical insurance increased by 16.11%, prompting staff to explore alternative plans to keep employee costs down. Staff utilized Higginbotham insurance brokers to solicit bids for the City's group medical dental, and vision insurance in addition to a bid from Blue Cross Blue Shield. This year we received bids from United Healthcare, EMI Health Alternatives, and Angle Health, but all three were higher than the plans we are proposing. After reviewing several plans, staff is requesting the Council's approval for the Blue Cross Blue Shield Base Plan 1 (MTBCP032) and Blue Cross Blue Shield Buyup Plan 1 (MTBCP019), described below and in detail on the accompanying tables. Guardian's dental and vision bids remained flat, with no increase in rates, so we will continue with them for these coverages.

The recommended base and buy-up benefits are similar to our current plans except for a \$500 increase in the deductible; however, by moving to the higher deductible plans, we were able to stay within budget and reduce the monthly employee premium by \$30 for each plan. This change means that employees on individual plans will no longer pay \$30 per month for coverage, and those with dependent coverage will also see a \$30 decrease in their monthly premiums.

The buy-up plan will offer employees the option to purchase a plan with a lower deductible, though at a higher cost. Additionally, by utilizing our current budget with our existing census, we anticipate remaining below the proposed budget with a reserve to cover positions currently vacant.

**City of Groves
Medical Benefits Proposal
October 1, 2024**

Carrier Name	BlueCross BlueShield		BlueCross BlueShield	
	Base Option 1		Buy-Up Option 1	
Name of Plan	MTBCP032		MTBCP019	
Available Network	Blue Choice PPO		Blue Choice PPO	
Annual Deductible	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual	\$3,500	\$10,000	\$2,000	\$4,000
Family	\$10,500	\$20,000	\$6,000	\$12,000
Out of Pocket Maximum (Includes Deductible, Copays, & Coinsurance)				
Individual	\$8,150	Unlimited	\$5,000	Unlimited
Family	\$16,300	Unlimited	\$14,700	Unlimited
Co-insurance	70%	50%	80%	60%
Lifetime Max Benefit	Unlimited		Unlimited	
Professional Services				
Telemedicine (Virtual Visits w/ MDLive)	\$0	N/A	\$0	N/A
Physician Office Visit	\$35	Ded + 50%	\$30	Ded + 40%
Specialist Office Visit	\$70	Ded + 50%	\$60	Ded + 40%
Preventive Care	Covered 100%	Ded + 50%	Covered 100%	Ded + 40%
Urgent Care	\$75	Ded + 50%	\$75	Ded + 40%
Diagnostic Procedures				
Outpatient Lab	No Charge	Ded + 50%	No Charge	Ded + 40%
Outpatient X-ray	No Charge	Ded + 50%	No Charge	Ded + 40%
Complex Imaging (CT, PET, MRI, etc)	Ded + 30%	Ded + 50%	Ded + 20%	Ded + 40%
Hospital Care				
Hospital Physician/Surgeon Charges	Ded + 30%	Ded + 50%	Ded + 20%	Ded + 40%
In Patient	Ded + 30%	Ded + 50%	Ded + 20%	Ded + 40%
Outpatient	Ded + 30%	Ded + 50%	Ded + 20%	Ded + 40%
Emergency Room	\$500 + Ded + 30%		\$500 + Ded + 20%	
Pharmacy (Only In-Network Shown)				
	*Preferred	In-Network	*Preferred	In-Network
Deductible	N/A		N/A	
Tier I or Preferred Generic	\$0	\$10	\$0	\$10
Tier II or Non-Preferred Generic	\$10	\$20	\$10	\$20
Tier III or Preferred Brand	\$50	\$70	\$50	\$70
Tier IV or Non-Preferred Brand	\$100	\$120	\$100	\$120
Specialty Drugs (Pref/Non-Preferred)	N/A	\$150 / \$250	N/A	\$150 / \$250
Mail Order - 90 day supply	3X copay (Tier I-Tier IV)		3X copay (Tier I-Tier IV)	

CURRENT EMPLOYEE HEALTH INSURANCE PLAN 2023-2024
City of Groves
Medical Benefits Proposal
October 1, 2024

Carrier Name	BlueCross BlueShield		BlueCross BlueShield	
	Current Base Plan		Current Buy-Up Plan	
Name of Plan	MTBCP028		MTBCP014	
Available Network	Blue Choice PPO		Blue Choice PPO	
Annual Deductible	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual	\$3,000	\$10,000	\$1,500	\$3,000
Family	\$9,000	\$20,000	\$4,500	\$9,000
Out of Pocket Maximum (Includes Deductible, Copays, & Coinsurance)				
Individual	\$8,150	Unlimited	\$4,500	Unlimited
Family	\$16,300	Unlimited	\$13,500	Unlimited
Co-insurance	80%	60%	80%	60%
Lifetime Max Benefit	Unlimited		Unlimited	
Professional Services				
Telemedicine (Virtual Visits w/ MDLive)	\$0	N/A	\$0	N/A
Physician Office Visit	\$35	Ded + 40%	\$35	Ded + 40%
Specialist Office Visit	\$70	Ded + 40%	\$70	Ded + 40%
Preventive Care	Covered 100%	Ded + 40%	Covered 100%	Ded + 40%
Urgent Care	\$75	Ded + 40%	\$75	Ded + 40%
Diagnostic Procedures				
Outpatient Lab	No Charge	Ded + 40%	No Charge	Ded + 40%
Outpatient X-ray	No Charge	Ded + 40%	No Charge	Ded + 40%
Complex Imaging (CT, PET, MRI, etc)	Ded + 20%	Ded + 40%	Ded + 20%	Ded + 50%
Hospital Care				
Hospital Physician/Surgeon Charges	Ded + 20%	Ded + 40%	Ded + 20%	Ded + 40%
In Patient	Ded + 20%	Ded + 40%	Ded + 20%	Ded + 40%
Outpatient	Ded + 20%	Ded + 40%	Ded + 20%	Ded + 40%
Emergency Room	\$500 + Ded + 20%		\$500 + Ded + 20%	
Pharmacy (Only In-Network Shown)				
	*Preferred	In-Network	*Preferred	In-Network
Deductible	N/A		N/A	
Tier I or Preferred Generic	\$0	\$10	\$0	\$10
Tier II or Non-Preferred Generic	\$10	\$20	\$10	\$20
Tier III or Preferred Brand	\$50	\$70	\$50	\$70
Tier IV or Non-Preferred Brand	\$100	\$120	\$100	\$120
Specialty Drugs (Pref/Non-Preferred)	N/A	\$150 / \$250	N/A	\$150 / \$250
Mail Order - 90 day supply	3X copay (Tier I-Tier IV)		3X copay (Tier I-Tier IV)	

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Deliberate and act on approval of Ordinance 2024-14 calling for a General Election to be held on November 5, 2024 for the purpose of electing a Mayor, Councilmember for Ward No. 2, Councilmember for Ward No. 4, and City Marshal.

Party(ies) requesting placement of this item on the agenda: City Clerk Clarissa Thibodeaux

Submitted to City Manager's Office on: Date: 8/6/24 Time: 9:40 a.m. By: C. THIBODEAUX

Explanation of Item: The Ordinance calling for an General Election is the official action required by a governing body to hold an election.

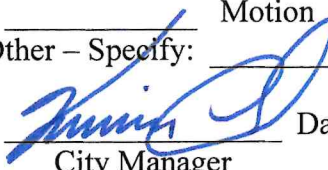
Deadline for Approval: August 19, 2024

Staff Recommendation: Approve the ordinance, as presented.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2024-14 in English and Spanish

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number 2024-14 Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/06/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item (if applicable): \$ _____
Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____

ORDINANCE NO. 2024-14

AN ORDINANCE CALLING AN ELECTION, IN ACCORDANCE WITH THE ORDER OF THE CITY COUNCIL, TO BE HELD WITHIN THE CITY OF GROVES ON THE 5TH DAY OF NOVEMBER, 2024, FOR THE PURPOSE OF ELECTING A MAYOR FOR A TWO-YEAR TERM, A COUNCILMEMBER IN WARD NO. 2 FOR A TWO-YEAR TERM AND A COUNCILMEMBER IN WARD NO. 4 FOR A TWO-YEAR TERM, AND A CITY MARSHAL FOR A TWO-YEAR TERM; FIXING THE HOURS THEREOF; DECLARING THE QUALIFICATIONS OF CANDIDATES; PROVIDING MEANS BY WHICH CANDIDATES MAY SECURE A PLACE UPON THE BALLOT; DECLARING THE QUALIFICATIONS OF ELECTORS; PROVIDING TERMS OF OFFICES; PROVIDING FOR THE ADOPTION AND INCORPORATION OF AN ELECTION SERVICES AGREEMENT BETWEEN JEFFERSON COUNTY, TEXAS AND THE CITY OF GROVES PROVIDING FOR A JOINT ELECTION, ESTABLISHING POLLING PLACES AND PROVIDING FOR THE APPOINTMENT OF ELECTION OFFICIALS; PROVIDING FOR PUBLICATION AND POSTING OF NOTICES; PROVIDING FOR POSTING A LIST OF CANDIDATES; PROVIDING FOR PREPARATION OF BALLOTS AND EXPENSES OF ELECTION; PROVIDING THAT ALL NOTICES, BALLOTS AND OTHER MATERIALS BE BILINGUAL, TO-WIT: ENGLISH AND SPANISH; PROVIDING FOR ELECTRONIC VOTING; AND PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS:

SECTION 1: - That pursuant to the Texas Election Code, an election has been ordered by the City Council and will be held in the City of Groves on the first Tuesday after the first Monday in November, to-wit: November 5, 2024, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing a Mayor, Councilmember for Ward No. 2 to a two year term and a Councilmember for Ward No. 4 for a two year term, and a City Marshal.

SECTION 2: - That the candidates for each of the offices for which this election is held shall be a citizen of the United States of America and a qualified elector of the State of Texas,

and shall have resided within the corporate limits of the City of Groves at least six (6) months next preceding this election; that each candidate shall file his application for a place on the ballot with the City Clerk not later than 5:00 p.m. of the 78th day before election day, to-wit: August 19, 2024. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application shall be a sworn application that said candidate meets all the qualifications prescribed by the Charter of said City and the Texas Election Code for a person to hold office; there shall be a filing fee of \$25.00; the application shall be verified before an officer qualified to administer oaths.

SECTION 3: - That all persons are qualified to vote at said election who are qualified voters under the Constitution and laws of the State of Texas.

SECTION 4: - That the person elected Mayor shall hold office for a period of two (2) years, or until his successor shall have duly qualified, Councilmember in Ward No. 2 shall hold office for a period of two (2) years, or until his successor shall have duly qualified; that the person elected Councilmember in Ward No. 4 shall hold office for a period of two (2) years, or until his successor shall have duly qualified, that the person elected City Marshal shall hold office for a period of two (2) years, or until his successor shall have duly qualified. The City Council of the City of Groves shall meet on the 18th day of November, 2024, and canvass the returns and declare the results of said election, and the candidates receiving a majority of the votes cast at said election shall be declared to be elected. Should any candidate fail to receive a majority of the votes cast at said election for the office to which he is a candidate, then not later than the 5th day after the final canvass is completed, the Mayor shall order a runoff election to be held not earlier than the 30th day or later than the 45th day after the final canvass is completed, at which runoff election the names only of the two (2) candidates receiving the highest number of votes at the general election for the office for which they were candidates shall be printed on the ballots, and the candidate receiving the majority of the

votes at the runoff election for which he is a candidate shall be duly elected.

SECTION 5: - This election is to be a Joint Election with Jefferson County, Texas, pursuant to an Election Services Agreement adopted by the City of Groves, as “Political Subdivision” and the Jefferson County Elections Officer, Roxanne Acosta-Hellberg, as “Contracting Officer”; a true copy of said Election Services Agreement being attached hereto and made a part hereof for all purposes.

SECTION 6: - Said election is to be conducted by Jefferson County, Texas, pursuant to said Election Services Agreement at the places to be adopted by Jefferson County, with persons qualified to serve under the provisions of the Texas Election Code as officers of said election with the assistance of such duly qualified clerks or assistants as may be designated now or hereafter by the Jefferson County Clerk, in accordance with the Texas Election Code.

SECTION 7: - The City of Groves hereby adopts the county voting precincts for this election and will adopt the early voting locations and election day polling locations to be used by Jefferson County, and all early voting dates and times recommended by the Contracting Officer in said Election Services Agreement in accordance with the Texas Election Code.

(1) The **EARLY VOTING POLLING LOCATION** within the City of Groves is as follows:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619

In addition, qualified voters of the City of Groves may vote at any of the other EARLY VOTING LOCATIONS adopted by Jefferson County listed in EXHIBIT “A” of the attached ELECTION SERVICES AGREEMENT, on the dates and during the times listed in said EXHIBIT “A”.

(2) The **ELECTION DAY POLLING LOCATIONS** within the City of Groves are as follows:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619.

In addition, qualified voters of the City of Groves may vote at any of the other ELECTION DAY POLLING LOCATIONS adopted by Jefferson County listed in EXHIBIT “B” of the attached ELECTION SERVICES AGREEMENT.

SECTION 8: - (a) The City Clerk shall cause Notice of said election to be published in The Examiner, a newspaper of general circulation in the City of Groves, at least once, not earlier than the 30th day or later than the 10th day before election day.

(b) The City Clerk shall cause Notice of said election to be posted on the bulletin board used for posting notices of meetings at the City Hall, on the City website, and at each polling place in each ward, not later than the 21st day before election day.

SECTION 9: - The County Clerk, as Contracting Officer, shall furnish Notice to each presiding Judge and Alternate Judge as provided by the Texas Election Code and the attached Election Services Agreement.

SECTION 10: - That an electronic voting system, as defined and described by the Texas Election Code shall be used for said election and the Commissioner’s Court of Jefferson County shall appoint a qualified person to serve as Presiding Judge of the Central Counting Station, and he shall perform the duties and assume the responsibilities inherent to that office. The manner in which the election shall be conducted shall be governed by the Texas Election Code, and Jefferson County, through its County Clerk, as County Elections Officer and Contracting Officer, will furnish all necessary ballots and other election supplies requisite to said election.

SECTION 11: - The Office of the County Clerk of Jefferson County, Jefferson County Courthouse, 1085 Pearl Street, First Floor, Beaumont, TX 77701, shall be the voting place for all early voting by mail, and the name and mailing and physical addresses of the Early Voting Clerk are: Roxanne Acosta-Hellberg, Jefferson County Clerk; mailing address: P.O.

Box 1151, Beaumont, TX 77704-1151; physical address: Jefferson County Courthouse, 1085 Pearl Street, First Floor, Beaumont, TX 77701.

All City of Groves applications for ballot by mail shall be mailed to the Early Voting Clerk:

Roxanne Acosta-Hellberg
Jefferson County Clerk
P. O. Box 1151
Beaumont, TX 77704-1151

or delivered by common or contract carrier to:

Roxanne Acosta-Hellberg
Jefferson County Clerk
1085 Pearl Street, First Floor
Beaumont, TX 77701

Early Voting Clerk
Phone: 409-835-8760
Email: countyclerk@co.jefferson.tx.us
Website: <https://www.jeffersonelections.com>

Early voting by mail shall be conducted during the same period as early voting by personal appearance, except that envelopes containing mailed ballots must arrive at the address on the carrier envelope before the polls are required to close on Election Day, unless otherwise determined to be timely pursuant to Article 86.007, Texas Election Code. Applications for ballot by mail must be received no later than the close of business on October 25, 2024.

An Early Voting Ballot Board is to be appointed by the Jefferson County Clerk consisting of a Presiding Judge and at least two (2) other members.”

SECTION 12: - The Jefferson County Clerk is hereby directed to prepare the official ballots for use at said election and the same shall be printed not less than twenty (20) days before the election and the Jefferson County Clerk is hereby empowered to incur such reasonable expenses in connection with securing supplies, ballots and assistance as may be required.

SECTION 13: - This ordinance, all notices, ballots, and other election materials shall be bilingual, to-wit: English and Spanish.

SECTION 14: - The City Council shall meet on the 18th day of November, 2024, at 5:00 p.m. at its regular meeting place and canvass the returns and declare the results of said election.

SECTION 15: - This Ordinance shall take effect from and after its passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the ____ day of August, 2024.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as to form and legality.

Brandon P. Monk, City Attorney

EARLY VOTING
October 21 – November 1

November Presidential Election – Countywide Polling – All precincts may vote at any Vote Center.
(Noviembre Presidencial eleccion – Lugares de votacion en todo el condado – Todos los precinctos pueden votar en cualquier centro de votacion.)

Election Day Polling Places <i>Localizaciones</i>	Address <i>Direccion</i>	City, State, Zip Code <i>Cuidad, Estado, Codigo postal</i>
Precinct 1 Service Center (Front Conference Room)	20205 W. Hwy 90	China, TX 77613
Rogers Park Community Center	6540 Gladys Ave	Beaumont, TX 77706
Hebert Library (Community Room)	2025 Merriman St	Port Neches, TX 77651
Ray Chesson Office Building (Courtroom)	19217 FM 365	Beaumont, TX 77705
Marion & Ed Hughes Public Library (Meeting Room)	2712 Nederland Ave	Nederland, TX 77627
Groves Activity Building (Lounge)	6150 39 th Street	Groves, TX 77619
Jefferson County Sub-Courthouse (Foyer)	525 Lakeshore Dr	Port Arthur, TX 77640
Port Arthur Library (Lucy Stiefel Gallery)	4615 9 th Avenue	Port Arthur, TX 77642
Jefferson County Courthouse (Lobby)	1085 Pearl St	Beaumont, TX 77701
John Paul Davis Community Center	3580 E. Lucas Dr	Beaumont, TX 77703
Theodore Johns Library (Meeting Room)	4255 Fannett Rd	Beaumont, TX 77705

DATES AND HOURS FOR ALL ABOVE LOCATIONS:

(Fechas y Horas para todas las localizaciones anteriores):

October 21 – 25, 2024 (Octubre 21 – 25, 2024)	Monday - Friday (Lunes -Viernes)	8:00 a.m. - 5:00 p.m.
October 26, 2024 (Octubre 26, 2024)	Saturday (Sábado)	7:00 a.m. - 7:00 p.m.
October 27, 2024 (Octubre 27, 2024)	Sunday (Domingo)	12:00 p.m. - 6:00 p.m.
October 28 – November 1, 2024 (Octubre 28 – Noviembre 1, 2024)	Monday – Friday (Lunes – Viernes)	7:00 a.m. – 7:00 p.m.

**ELECTION DAY
NOVEMBER 5, 2024**

***November Presidential Election – Countywide Polling – All precincts may vote at any Vote Center.
(Noviembre Presidencial eleccion – Lugares de votacion en todo el condado – Todos los precinctos pueden votar en cualquier centro de votacion.)***

Election Day Polling Places	Address	City, State, Zip Code
<i>Localizaciones</i>	<i>Direccion</i>	<i>Cuidad, Estado,Codigo postal</i>
Amelia Elementary School (Gymnasium)	565 S. Major Dr	Beaumont, TX 77707
BISD Administration Building (Boardroom)	3395 Harrison Ave	Beaumont, TX 77706
Precinct 1 Service Center (Front Conference Room)	20205 W. Hwy 90	China, TX 77613
Rogers Park Community Center	6540 Gladys Ave	Beaumont, TX 77706
RC Miller Library (Meeting Room)	1605 Dowlen Road	Beaumont, TX 77706
Caldwood Elementary (Gymnasium)	102 Berkshire Lane	Beaumont, TX 77707
Bevil Oaks Civic Center	7390 Sweetgum Road	Bevil Oaks, TX 77713
Hebert Library (Community Room)	2025 Merriman St	Port Neches, TX 77651
Jefferson County WCID 10 Fire Station (Front Lobby)	2024 Spurlock Rd.	Nederland, TX 77627
Nederland Recreation Center (Meeting Room)	2301 Avenue H	Nederland, TX 77627
Ray Chesson Office Building (Courtroom)	19217 FM 365	Beaumont, TX 77705
Jefferson County ESD #4 (Main Meeting Room)	12880 FM 365	Beaumont, TX 77705
Marion & Ed Hughes Public Library (Meeting Room)	2712 Nederland Ave	Nederland, TX 77627
Groves Activity Building (Lounge)	6150 39 th Street	Groves, TX 77619
Hamshire VFD and Community Center	12318 2 nd St	Hamshire, TX 77622
DeQueen Elementary (Fifth Grade Hall)	740 DeQueen Blvd	Port Arthur, TX 77640
Jefferson County Sub-Courthouse (Foyer)	525 Lakeshore Dr	Port Arthur, TX 77640
El Vista Community Center	615 Ellias Street	Port Arthur, TX 77640
Port Acres Elementary (Main Hallway)	5900 Jade Ave	Port Arthur, TX 77640
Port Arthur Library (Lucy Stiefel Gallery)	4615 9 th Avenue	Port Arthur, TX 77642
R.L. Gabby Eldridge Center	5262 S. Gulfway Dr	Sabine Pass, TX 77655
Travis Elementary (Library)	1115 Lakeview Ave	Port Arthur, TX 77642
Alice Keith Park Recreation Center	4075 Highland Ave	Beaumont, TX 77705
Charlton-Pollard Elementary (Gymnasium)	825 Jackson St	Beaumont, TX 77701
Lamar University Montagne Center (Cardinal Club Room)	4401 S. MLK Pkwy	Beaumont, TX 77705
Jefferson County Courthouse (Lobby) Main Polling Location	1085 Pearl St	Beaumont, TX 77701
John Paul Davis Community Center	3580 E. Lucas Dr	Beaumont, TX 77703
Precinct 4 Service Center (Conference Room)	7780 Boyt Rd	Beaumont, TX 77713
Roy Guess Elementary (Hallway near Gymnasium)	8055 Voth Rd.	Beaumont, TX 77708
Sterling Pruitt Center (Multi-purpose Room)	2930 Gulf St	Beaumont, TX 77703
Theodore Johns Library (Meeting Room)	4255 Fannett Rd	Beaumont, TX 77705

ORDENANZA NRO. 2024-14

ORDENANZA QUE CONVOCA UNA ELECCIÓN, DE ACUERDO CON UNA ORDEN DEL CONSEJO MUNICIPAL, A CELEBRARSE DENTRO DE LA CIUDAD DE GROVES EL DÍA 5 DE NOVIEMBRE DE 2024, CON EL FIN DE ELEGIR UN ALCALDE POR UN TÉRMINO DE DOS AÑOS, UN CONCEJAL PARA EL DISTRITO NRO. 2 POR UN TÉRMINO DE DOS AÑOS, UN CONCEJAL PARA EL DISTRITO NRO. 4 POR UN TÉRMINO DE DOS AÑOS Y UN CITY MARSHAL POR UN TÉRMINO DE DOS AÑOS; FIJA EL HORARIO DE LA MISMA; DECLARA LOS REQUISITOS DE LOS CANDIDATOS; DISPONE LOS MEDIOS POR LOS CUALES LOS CANDIDATOS PUEDEN CONSEGUIR UN LUGAR EN LA BOLETA DE VOTACIÓN; DECLARA LOS REQUISITOS DE ELEGIBILIDAD DE LOS VOTANTES; DISPONE LOS TÉRMINOS DE LOS CARGOS; DISPONE LA ADOPCIÓN E INCORPORACIÓN DE UN CONVENIO DE SERVICIOS ELECTORALES ENTRE EL CONDADO DE JEFFERSON, TEXAS Y LA CIUDAD DE GROVES QUE DISPONE UNA ELECCIÓN CONJUNTA, ESTABLECE LOS LUGARES DE VOTACIÓN Y LA DESIGNACIÓN DE LOS FUNCIONARIOS ELECTORALES; DISPONE LA PUBLICACIÓN Y COLOCACIÓN DE AVISOS; DISPONE LA COLOCACIÓN DE UNA LISTA DE CANDIDATOS; DISPONE LA PREPARACIÓN DE LAS BOLETAS DE VOTACIÓN Y LOS GASTOS DE LA ELECCIÓN; DISPONE QUE TODOS LOS AVISOS, BOLETAS DE VOTACIÓN Y OTROS MATERIALES SEAN BILINGÜES, A SABER: INGLÉS Y ESPAÑOL; DISPONE EL USO DE VOTACIÓN ELECTRÓNICA; Y DISPONE LA FECHA DE ENTRADA EN VIGENCIA

EL CONSEJO MUNICIPAL DE LA CIUDAD DE GROVES, TEXAS, ORDENA:

SECCIÓN 1: - Que en conformidad con el Código Electoral de Texas, el Consejo Municipal ordenó una elección que se llevará a cabo en la Ciudad de Groves el primer martes después del primer lunes de noviembre, a saber: el 5 de noviembre de 2024, en el horario de 7:00 a.m. a 7:00 p.m. con el fin de elegir un Alcalde, Concejal para el Distrito Nro. 2 por un término de dos años y un Concejal para el Distrito Nro. 4 por un término de dos años y un City

Marshal.

SECCIÓN 2: - Que los candidatos para cada uno de los cargos para los cuales se celebra esta elección deberán ser ciudadanos de los Estados Unidos de América y votantes habilitados en el Estado de Texas, y deben haber residido dentro de los límites corporativos de la Ciudad de Groves por al menos los seis (6) meses precedentes a esta elección; que cada candidato deberá presentar su solicitud de un lugar en la boleta de votación ante la Secretaria de la Ciudad no más tarde de las 5:00 p.m. del 78.º día precedente a la elección, a saber: el 19 de agosto de 2024. No se puede presentar una solicitud antes del 30.º día anterior a la fecha límite para presentar la solicitud. La solicitud debe ser una solicitud jurada que indique que dicho candidato satisface los requisitos prescritos en la Carta Orgánica de dicha Ciudad y en el Código Electoral de Texas para que una persona pueda ocupar un cargo; habrá un costo de \$25.00 para presentar la solicitud; la solicitud deberá ser verificada ante un funcionario calificado para administrar juramentos.

SECCIÓN 3: - Que todas las personas que son votantes calificados según la Constitución y las leyes del Estado de Texas están habilitadas para votar en dicha elección.

SECCIÓN 4: - Que la persona que sea elegida Alcalde ocupará el cargo por un período de dos (2) años, o hasta que su sucesor sea debidamente habilitado; el Concejal en el Distrito Nro. 2 ocupará el cargo por un período de dos (2) años o hasta que su sucesor sea debidamente habilitado; que la persona que sea elegida Concejal en el Distrito Nro. 4 ocupará el cargo por un período de dos (2) años o hasta que su sucesor sea debidamente habilitado; que la persona que sea elegida City Marshal ocupará el cargo por un período de dos (2) años o hasta que su sucesor sea debidamente habilitado. El Consejo Municipal de la Ciudad de Groves se reunirá el día 18 de noviembre de 2024 para escutar los resultados y declarar los resultados de dicha elección; y los candidatos que reciban una mayoría de los votos emitidos en dicha elección serán

declarados electos. Si ningún candidato alcanza una mayoría de los votos emitidos en dicha elección para el cargo para el que es candidato, el 5.º día a más tardar después de concluido el escrutinio final, el Alcalde deberá convocar una elección de desempate la cual se celebrará no antes del 30.º día después ni más tarde del 45.º día después de concluido el escrutinio final, elección de desempate en la cual solamente los nombres de los dos (2) candidatos que recibieron el mayor número de votos en la elección general para el cargo para el cual son candidatos serán impresos en las boletas de votación, y el candidato que reciba la mayoría de los votos en la elección de desempate en la que es candidato será debidamente electo.

SECCIÓN 5: - Esta elección será una Elección Conjunta con el Condado de Jefferson, Texas, en virtud de un Convenio de Servicios Electorales adoptado por la Ciudad de Groves, como “Subdivisión política” y la Funcionaria de Elecciones del Condado de Jefferson, Roxanne Acosta-Hellberg, como “Funcionaria Contratante”; una copia fiel de dicho Convenio de Servicios Electorales se adjunta al presente documento y se incorpora al mismo para todos los efectos.

SECCIÓN 6: - Dicha elección será organizada por el Condado de Jefferson, Texas, en virtud del mencionado Convenio de Servicios Electorales en los lugares que adoptará el Condado de Jefferson, con personas aptas para desempeñarse de acuerdo con las disposiciones del Código Electoral de Texas como funcionarios de dicha elección, con la asistencia de ciertos oficiales o ayudantes debidamente habilitados que puedan ser designados ahora o de aquí en adelante por la Secretaria del Condado de Jefferson, de acuerdo con el Código Electoral de Texas.

SECCIÓN 7: - Por el presente, la Ciudad de Groves adopta los precintos electorales del condado para esta elección y adoptará los lugares de votación anticipada y los lugares de votación del día de elección que usará el Condado de Jefferson, y todas las fechas y

horarios de votación anticipada recomendados por la Funcionaria Contratante en el mencionado Convenio de Servicios Electorales de acuerdo al Código Electoral de Texas.

(1) El **LUGAR DE VOTACIÓN ANTICIPADA** dentro de la Ciudad de Groves es el siguiente:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619

Además, los votantes habilitados de la Ciudad de Groves podrán votar en cualquiera de los otros LUGARES DE VOTACIÓN ANTICIPADA adoptados por el Condado de Jefferson que se enumeran en el ANEXO “A” del CONVENIO DE SERVICIOS ELECTORALES adjunto, en las fechas y durante los horarios que aparecen en dicho ANEXO “A”.

(2) Los **LUGARES DE VOTACIÓN DEL DÍA DE ELECCIÓN** dentro de la Ciudad de Groves son los siguientes:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619.

Además, los votantes habilitados de la Ciudad de Groves podrán votar en cualquiera de los otros LUGARES DE VOTACIÓN DEL DÍA DE ELECCIÓN adoptados por el Condado de Jefferson que se enumeran en el ANEXO “B” del CONVENIO DE SERVICIOS ELECTORALES adjunto.

SECCIÓN 8: - (a) La Secretaria de la Ciudad deberá hacer que el Aviso de dicha elección se publique en el The Examiner, un periódico de amplia circulación en la Ciudad de Groves, por lo menos una vez, no antes del 30.º día antes ni después del 10.º día antes del día de elección.

(b) La Secretaria de la Ciudad deberá hacer que el Aviso de dicha elección se coloque en el tablero de anuncios que se utiliza para colocar anuncios de asambleas en la Alcaldía, en el sitio web de la Ciudad y en cada lugar de votación en cada distrito, a más tardar el 21.º día antes del día de elección.

SECCIÓN 9: - La Secretaria del Condado, como Funcionaria Contratante, deberá

entregar un Aviso a cada Juez Presidente y a cada Juez Alterno según lo dispone el Código Electoral de Texas y el Convenio de Servicios Electorales adjunto.

SECCIÓN 10: - Que en dicha elección se deberá usar un sistema electrónico de votación según lo definido y descrito en el Código Electoral de Texas, y el Tribunal de Comisionados del Condado de Jefferson deberá designar una persona calificada para fungir como Juez Presidente de la Estación Central de Conteo, quien desempeñará las funciones y asumirá las responsabilidades inherentes a tal cargo. La forma en que dicha elección se llevará a cabo estará gobernada por el Código Electoral de Texas y, el Condado de Jefferson, a través de su Secretaria del Condado, como Funcionario de Elecciones del Condado y Funcionaria Contratante, suministrará todas las boletas de votación necesarias y otros suministros electorales requeridos en dicha elección.

SECCIÓN 11: - La Oficina de la Secretaria del Condado del Condado de Jefferson, Tribunal del Condado de Jefferson, 1085 Pearl Street, primer piso, Beaumont, TX 77701, será el lugar de votación para toda la votación anticipada por correo postal y el nombre y las direcciones físicas y de envío postal del Oficial de Votación Anticipada son: Roxanne Acosta-Hellberg, Jefferson County Clerk; dirección postal: P.O. Box 1151, Beaumont, TX 77704-1151; dirección física: Tribunal del Condado de Jefferson, 1085 Pearl Street, primer piso, Beaumont, TX 77701.

Todas las solicitudes de boletas de la Ciudad de Groves para votar por correo deberán enviarse por correo a la oficial de votación anticipada:

Roxanne Acosta-Hellberg
Jefferson County Clerk
P. O. Box 1151
Beaumont, TX 77704-1151

o bien, pueden ser entregadas por un servicio de envío común o contratado a:

Roxanne Acosta-Hellberg
Jefferson County Clerk
1085 Pearl Street, First Floor
Beaumont, TX 77701

Oficial de Votación Anticipada
Teléfono: 409-835-8760
Correo electrónico: countyclerk@co.jefferson.tx.us
Sitio web: <https://www.jeffersonelections.com>

La votación anticipada por correo se llevará a cabo durante el mismo período que la votación anticipada en persona, salvo que los sobres con votos emitidos deben llegar a la dirección que figura en el sobre de envío antes de que cierren las casillas electorales el Día de Elección, a no ser que su puntualidad sea determinada de otra manera en conformidad con el Artículo 86.007 del Código Electoral de Texas. Las solicitudes de boletas de votación por correo deben ser recibidas antes del cierre del horario de oficina del 25 de octubre de 2024.

La Secretaria del Condado de Jefferson designará un Consejo de Boletas de Votación Anticipada formado por un Juez Presidente y al menos otros dos (2) integrantes.

SECCIÓN 12: - Por el presente, se instruye a la Secretaria del Condado de Jefferson a que prepare las boletas oficiales de votación para ser utilizadas en dicha elección, las cuales deberán ser impresas no menos de veinte (20) días antes de la elección, y por la presente, se confiere la autoridad a la Secretaria del Condado de Jefferson para incurrir en ciertos gastos razonables relacionados con la consecución de suministros, boletas de votación y asistencia según sea requerido.

SECCIÓN 13: - Esta ordenanza, todos los avisos, boletas de votación y otros materiales electorales deberán ser bilingües, a saber: en inglés y en español.

SECCIÓN 14: - El Consejo Municipal se reunirá el día 18 de noviembre de 2024 a las 5:00 p.m. en su lugar habitual de reunión, para escrutar los resultados y declarar los resultados de dicha elección.

SECCIÓN 15: - Esta Ordenanza entrará en vigencia a partir del momento de su aprobación.

ACEPTADA, APROBADA Y ADOPTADA en una asamblea ordinaria del Consejo Municipal de la Ciudad de Groves celebrada el día ____ de _____ de 2024.

Chris Borne, Alcalde

ATESTIGUA:

Clarissa Thibodeaux, Secretaria de la Ciudad

Por el presente, se aprueba la ordenanza precedente, incluidas todas sus disposiciones, en cuanto a su composición y legalidad.

Brandon P. Monk, Abogado de la Ciudad

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Notice of a General Election to be held on November 5, 2024 in the City of Groves.

Party(ies) requesting placement of this item on the agenda: City Clerk Clarissa Thibodeaux

Submitted to City Manager's Office on: Date: 8/6/24 Time: 8:30 a.m. By: C. THIBODEAUX

Explanation of Item: The notice of election is intended to inform the voting public about an upcoming election. Notice will be posted in the Examiner, public places, and the City's website.

Deadline for Approval: N/A

Staff Recommendation: Staff recommends that the Mayor read the Notice of a General Election.

Alternative (if any) for consideration: N/A

Identify any attachments to this document: Notice of General Election in English and Spanish.

Specific Council Action Requested: None (Information item only) Motion
Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item
(if applicable): \$ _____ Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____

NOTICE OF GENERAL ELECTION

TO THE REGISTERED VOTERS OF THE CITY OF GROVES, TEXAS:

By order of the City Council, notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., on November 5, 2024, for voting in a general election to elect the following municipal officers:

- (1) A Mayor for a two-year term
- (2) Councilmember in Ward No. 2 for a two-year term
- (3) Councilmember in Ward No. 4 for a two-year term
- (4) A City Marshal for a two-year term

THE EARLY VOTING POLLING LOCATION

within the City of Groves is as follows:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619

In addition, qualified voters of the City of Groves may vote at any of the other EARLY VOTING LOCATIONS adopted by Jefferson County listed in EXHIBIT “A” attached hereto, on the dates and during the times listed in said EXHIBIT “A”.

THE ELECTION DAY POLLING LOCATIONS

within the City of Groves will be open from 7:00 a.m. to 7:00 p.m., as follows:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619.

In addition, qualified voters of the City of Groves may vote at any of the other ELECTION DAY VOTE CENTERS adopted by Jefferson County listed in EXHIBIT “B” attached hereto from 7:00 a.m. to 7:00 p.m.

EARLY VOTING BY MAIL

The Office of the County Clerk of Jefferson County, Jefferson County Courthouse, 1085 Pearl Street, First Floor, Beaumont, TX 77701, shall be the voting place for all early voting by mail, and the name and mailing and physical addresses of the Early Voting Clerk are: Roxanne Acosta-Hellberg, Jefferson County Clerk; mailing address: P. O. Box 1151, Beaumont, TX 77704-1151; physical address: Jefferson County Courthouse, 1085 Pearl Street, First Floor, Beaumont, TX 77701.

All City of Groves applications for ballot by mail shall be mailed to the Early Voting Clerk:

Roxanne Acosta-Hellberg
Jefferson County Clerk
P. O. Box 1151
Beaumont, TX 77704-1151

or delivered by common or contract carrier to:

Roxanne Acosta-Hellberg
Jefferson County Clerk
1085 Pearl Street, First Floor
Beaumont, TX 77701

Early Voting Clerk
Phone: 409-835-8760
Email: countyclerk@co.jefferson.tx.us
Website: <https://www.jeffersonelections.com>

Early voting by mail shall be conducted during the same period as early voting by personal appearance, except that envelopes containing mailed ballots must arrive at the address on the carrier envelope before the polls are required to close on Election Day, unless otherwise determined to be timely pursuant to Article 86.007, Texas Election Code. Applications for ballot by mail must be received no later than the close of business on October 25, 2024.

ISSUED this the ___ day of August, 2024.

Chris Borne, Mayor
City of Groves

I hereby certify that the above is a true and correct copy of the Notice of General Election as the same appears in the minutes of the City Council on file in the office of the City Clerk.

WITNESS MY HAND AND THE OFFICIAL SEAL OF SAID CITY OF GROVES,
this ___ day of August, 2024.

Clarissa Thibodeaux, City Clerk

AVISO DE ELECCIÓN GENERAL

PARA LOS VOTANTES REGISTRADOS DE LA CIUDAD DE GROVES, TEXAS:

Por orden del Consejo Municipal, se notifica por el presente que los lugares de votación indicados a continuación estarán abiertos de 7:00 a.m. a 7:00 p.m. el 5 de noviembre de 2024 para votar en una elección general para elegir a los siguientes funcionarios municipales:

- (1) Un Alcalde por un término de dos años
- (2) Concejal del Distrito Nro. 2 por un término de dos años
- (3) Concejal del Distrito Nro. 4 por un término de dos años
- (4) Un City Marshal por un término de dos años

EL LUGAR DE VOTACIÓN ANTICIPADA

dentro de la Ciudad de Groves es el siguiente:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619

Además, los votantes calificados de la Ciudad de Groves podrán votar en cualquiera de los otros LUGARES DE VOTACIÓN ANTICIPADA adoptados por el Condado de Jefferson que se enumeran en el ANEXO “A” adjunto al presente documento, en las fechas y durante los horarios que aparecen en dicho ANEXO “A”.

LOS LUGARES DE VOTACIÓN DEL DÍA DE ELECCIÓN

dentro de la Ciudad de Groves que estarán abiertos de 7:00 a.m. a 7:00 p.m. son los siguientes:

GROVES RECREATION CENTER, 6150 39th Street, Groves, TX 77619.

Además, los votantes habilitados de la Ciudad de Groves podrán votar en cualquiera de los otros CENTROS DE VOTACIÓN DEL DÍA DE ELECCIÓN adoptados por el Condado de Jefferson que se enumeran en el ANEXO “B” adjunto al presente documento, de 7:00 a.m. a 7:00 p.m.

VOTACIÓN ANTICIPADA POR CORREO

La Oficina de la Secretaria del Condado del Condado de Jefferson en el Tribunal del Condado de Jefferson situada en el primer piso en 1085 Pearl Street, Beaumont, TX 77701, será el lugar de votación para toda la votación anticipada por correo postal y el nombre y las direcciones físicas y postales de la oficial de votación anticipada son: Roxanne Acosta-Hellberg, Jefferson County Clerk; dirección postal: P.O. Box 1151, Beaumont, TX 77704-1151; dirección física: Jefferson County Courthouse, 1085 Pearl Street, primer piso, Beaumont, TX 77701.

Todas las solicitudes de boletas de la Ciudad de Groves para votar por correo deberán enviarse por correo a la oficial de votación anticipada:

Roxanne Acosta-Hellberg

Jefferson County Clerk
P. O. Box 1151
Beaumont, TX 77704-1151

o bien, pueden ser entregadas por un servicio de envío común o contratado a:

Roxanne Acosta-Hellberg
Jefferson County Clerk
1085 Pearl Street, First Floor
Beaumont, TX 77701

Oficial de Votación Anticipada
Teléfono: 409-835-8760
Correo electrónico: countyclerk@co.jefferson.tx.us
Sitio web: <https://www.jeffersonelections.com>

La votación anticipada por correo se llevará a cabo durante el mismo periodo que la votación anticipada en persona, salvo que los sobres con votos emitidos deben llegar a la dirección que figura en el sobre de envío antes de que cierren las casillas electorales el Día de Elección, a no ser que su puntualidad sea determinada de otra manera en conformidad con el Artículo 86.007 del Código Electoral de Texas. Las solicitudes de boletas de votación por correo deben ser recibidas antes del cierre del horario de oficina del 25 de octubre de 2024.

EMITIDO este día ___ de _____ de 2024.

Chris Borne, Alcalde
Ciudad de Groves

Certifico que lo precedente es una copia verdadera y correcta del Aviso de Elección General tal como aparece en las actas del Consejo Municipal en archivo en la oficina de la Secretaria de la Ciudad.

DAN TESTIMONIO MI FIRMA Y EL SELLO OFICIAL DE DICHA CIUDAD DE GROVES, este día ___ de _____ de 2024.

Clarissa Thibodeaux, Secretaria de la Ciudad

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 13

Title for Item (same as to be placed on Agenda): Deliberate and act on approval of a Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.

Party(ies) requesting placement of this item on the agenda: City Clerk Clarissa Thibodeaux

Submitted to City Manager's Office on: Date: 8/6/24 Time: 8:40 a.m. By: C. THIBODEAUX

Explanation of Item: The City of Groves has contracted with Jefferson County for election services since around 2006 as a cost savings measure. The cost for the last election was \$18,433.62 and the proposed FY 2024-2025 budget allocates \$30,000 for elections.

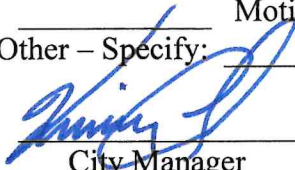
Deadline for Approval: Immediately

Staff Recommendation: Staff recommends Council approve the Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.

Alternative (if any) for consideration: Conduct the election in-house.

Identify any attachments to this document: Joint Election Agreement.

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item (if applicable): \$ _____
Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____



JOINT ELECTION AGREEMENT AND
ELECTION SERVICES CONTRACT
BETWEEN JEFFERSON COUNTY, TEXAS
AND
CITY OF GROVES

This agreement made and entered into, by and between **Jefferson County, Texas** (“County”), acting hereinafter by and under the authority granted to her by sections 31.091 & 31.092 of the Texas Election Code, the **County Election Officer, Roxanne Acosta-Hellberg, County Clerk for Jefferson County, Texas**, (hereinafter referred to as “County Election Officer”), and the **City of Groves**, (hereinafter referred to as “Political Subdivision”), acting herein by and through its governing body regardless of the name assigned to such governing body (hereinafter collectively referred to as “Parties”).

WHEREAS, Political Subdivision is required to conduct an election on **November 5, 2024**; and the parties desire that the County Election Officer conduct the election for the Political Subdivision and, possibly, other political subdivisions located, in whole or in part, in Jefferson County, Texas. If other political subdivisions enter into a contract with the County for the purpose that the County Election Officer will run the election for the other political subdivisions, or expressly joins in this contract, Political Subdivision intends to reimburse Jefferson County, Texas the cost of running such election as determined by the County Election Officer, or share the cost of running the election with other political subdivisions based on the following terms and conditions.

THIS JOINT ELECTION AGREEMENT AND ELECTION SERVICES CONTRACT is made this ____ day of _____, 2024, by and between the Political Subdivision, and the County, pursuant to Texas Election Code Section 31.092. The parties agree to enter into a Joint Election Agreement and an election services contract with each other in accordance with Chapter 271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Political Subdivision is a political entity situated wholly or partially within Jefferson County, Texas. Political Subdivision and County Election Officer have determined that it is in the public interest of Jefferson County voters that the following contract be made and entered into for the purpose of having County Election Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with the holding of its **November 5, 2024** Election. The County’s voting equipment is to be used in this Election. The rental rate for the use of this election equipment has been approved by the Commissioners Court for Jefferson County, Texas.

2. DUTIES AND SERVICES OF COUNTY ELECTION OFFICER. County Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

(a) Notify and coordinate presiding election judges, alternate judges, and all other election officials required to administer this Election. The County will make emergency appointments of election officials if necessary. Compensate all election workers for time worked at the approved hourly rate by Commissioners Court.

(b) Arrange for poll worker training through a third party or conduct necessary training. Notify all early voting and election day officials of the date, time and place thereof.

(c) Arrange for the use of early voting polling locations and election day polling locations. If emergency replacement polling locations are needed, County Election Officer shall make necessary alternate arrangements to locate another public place (or if unavailable, a private building), and shall notify Political Subdivision as soon as possible. (See the early voting and election day polling location sheets attached).

(d) Procure election kits and supplies and distribute to the precinct judges and early voting deputies. Obtain from the Tax -Assessor /Voter Registrar lists of registered voters to be used in conducting the election in conformity with the boundaries of Political Subdivision and the election precincts established for the election. The Election Day list of registered voters shall be arranged in alphabetical order.

(e) Prepare and test all electronic voting equipment; format ballot styles; secure audio; oversee all equipment and voter registration database programming; and assure compliance with equipment security requirements. Arrange for transport of equipment to and from polling locations.

(f) Serve as Early Voting Clerk for this Joint Election; and also process, print, mail, and tabulate ballots for any eligible voter, who applies for a ballot by mail including all eligible FPCA applicants. Supervise the conduct of early voting in person and appoint sufficient personnel to serve as deputy early voting clerks. Provide lists of early voters as provided by law if requested by Political Subdivision.

(g) Publish legal notice of the date, time and place of the public logic and accuracy test. Prepare test materials and conduct internal election testing, public logic and accuracy test, and tests of tabulation equipment.

(h) Arrange for the early ballot board, signature verification committee, tabulation personnel, and all equipment and supplies needed at central counting station. Tabulate early voting, election night, paper mail ballots and provisional ballots. Tabulate unofficial returns and assist in preparing the tabulation for the official canvass. Provide Political Subdivision its voter history report following the election if requested.

(i) Serve as Custodian of Records for election records in County Election Officer's custody and

provide for the retention of said election records as provided by law.

(j) Provide information services for voters and election officers.

(k) Maintain accurate records of all expenses incurred in connection with the responsibilities under this Agreement and provide Political Subdivision a final invoice after the conduct of the election. Provide any detailed backup to such invoice, if requested, reflecting the charges or components of the costs set forth on the invoice submitted to Political Subdivision.

(l) The Contracting Office is responsible for collecting the compensations sheets for the election judges, clerks, and early voting ballot board. The County Election Officer will also pay the aforementioned for their services and time in accordance with their rate of pay policy.

(m) County Election Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code, unless waived by the Secretary of State. A written report shall be submitted to the Secretary of State as required by Section 127.201(e) of the aforementioned Election Code. If requested, County Election Officer shall provide a written report to Political Subdivision in a timely manner.

(n) The County Election Officer shall place the funds paid by Political Subdivision hereunder in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

3. DUTIES AND SERVICES OF POLITICAL SUBDIVISION. Political Subdivision shall be responsible for performing the following duties:

(a) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption and execution by the appropriate Political Subdivision officer or body. Take all actions necessary for calling the Election for the Political Subdivision, which are required by the Texas Election Code and/or the Political Subdivision's governing body, charter, ordinances, or other applicable laws. Execute an Election Services Contract with the County for the purpose of election administration. Serve as Custodian of Records for all election records in its possession as provided by law.

(b) Political Subdivision shall be responsible for the legal sufficiency of any order calling their election. Political Subdivision shall be responsible for all substantive and procedural legal issues governing the conduct of their election. Political Subdivision understands and agrees that County Election Officer provides no legal advice to Political Subdivision.

(c) Political Subdivision shall adopt the early voting and election day vote center polling locations used by the County. Political Subdivision shall adopt all early voting dates, and hours recommended by the County Election Officer in accordance with the Texas Election Code. Political Subdivision shall adopt the Election Day Vote Center polling locations for each county voting precinct that is within its jurisdictional boundaries. Political Subdivision shall confirm the accuracy of its jurisdictional boundaries and precincts.

(d) Prepare, post and publish all required election notices for Political Subdivision except for the

Public Test Notice that County Election Officer shall publish. In addition, if this election's polling locations are different than Political Subdivision's previous election, Political Subdivision shall post notice at the entrance to any previous polling places in its jurisdiction stating that the location has changed and provide the polling location and address for those voters for this election, pursuant to Texas Election Code Section 43.062, unless County has posted the notice of the change for their election. Educate the voters in the Political Subdivision on early voting and election day times, dates and polling locations.

(e) Political Subdivision shall confirm with Tax-Assessor/Voter Registrar its boundaries, county voting precincts and street details within those boundaries. Political Subdivision will validate all boundaries are defined properly within Jefferson County voter registration database, maps and street lists with block ranges and odd/even/both indicators before the coding and programming of the ballot begins. If changes are necessary after programming has begun, the Political Subdivision responsible will incur the cost of re-programming for all entities involved. Political Subdivision must proof and approve all programming work done for the jurisdiction according to the Election Day Calendar published by the Secretary of State of Texas for the **November 5, 2024** General Election, known as the SOS Election Day Calendar for **November 5, 2024**.

(f) Deliver to County Election Officer, according to the above-mentioned Election Day Calendar, ballot language with Spanish translations, candidate names or measures, the order in which they are to be printed on the ballot with the exact form and spelling. Provide pronunciation for difficult names or words to use on the audio recording. Timely review and sign off on ballot proofs.

(g) Any requests for early voting ballots to be voted by mail received by Political Subdivision must be hand delivered or faxed to County Election Officer on the day of receipt. If the application is faxed, the original application must be mailed to County Election Officer. County Election Officer will process applications, mail appropriate ballots, and tabulate.

(h) If requested, assist County Election Officer in recruiting bilingual poll workers. Provide documentation on Political Subdivision's efforts to recruit bilingual poll workers if requested by the U. S. Department of Justice.

(i) Pay prorated additional costs incurred by County Election Officer if a recount for said election is required, the election is contested in any manner, or a runoff is required.

(j) Canvass the returns and declare the election results for Political Subdivision. Political Subdivision is responsible for filing any precinct reports required by the Secretary of State.

(k) The deposit will be waived for this Election Agreement for all Political Subdivisions. All costs will be assessed and a detailed bill will be rendered within a reasonable time after the canvassing of the election or the receipt of all invoices needed to validate the billing. Any discrepancies in billing should be addressed immediately.

(l) Political Subdivision agrees to enter into a Joint Election Agreement with any other political subdivision in Jefferson County which enters into an Election Services Contract with the County

and which holds an election on **November 5, 2024.**

4. COST OF SERVICES. Political Subdivision shall share some expenses for the above services, supplies and equipment. Additional elections may lower costs for each entity, and election cancellations may raise costs for each entity. It is understood that other political entities may wish to participate in the use of the County's electronic voting equipment and polling locations, and it is agreed that County Election Officer may enter into other contracts with entities for those purposes on terms and conditions generally similar to those set forth in this Agreement. Only the actual expenses directly attributable to this Agreement and any shared expenses may be charged to Political Subdivision, plus a 10% administrative fee.

(a) Costs for early voting and election day may include: equipment delivery, supplies, mail ballots, payroll, equipment leasing, and any additional costs, will be shared proportionally between all political subdivisions which enter into a joint election agreement with County according to the number of voting precincts within each political subdivision. (See the Estimated Election Cost Sheet attached).

5. GENERAL CONDITIONS.

(a) The parties agree that the timing is critical on all duties in this Agreement. Lack of adherence to any deadline in the Election Day Calendar without prior agreement of County Election Officer may result in cancellation of County Election Officer's duties and obligations to conduct Political Subdivision's election under this Agreement or, at the discretion of County Election Officer, a late penalty surcharge in an amount not to exceed 10% of the final election cost but not less than \$75.00, in accordance with section 31.100(d) of the Texas Elections Code. Adherence to the Secretary of State of Texas' Election Day Calendar is critical because of the County's obligation to complete all programming and testing; to process, print and mail military and overseas ballots by state/federal deadlines; the County's duty to conduct federal, state, county elections; and/or other contracted elections.

(b) In accordance with Section 31.098 of the Texas Election Code, County Election Officer is authorized to contract with third persons for election services and supplies and is authorized to hire necessary temporary personnel to perform contracted duties. Part-time personnel will be compensated at the hourly rate set by the County.

(c) Political Subdivision acknowledges that electronic voting equipment is highly technical and it is conceivable that, despite the best effort of the parties and technical assistance, it might fail during the election. County Election Officer will do whatever is possible to remedy the situation, but Political Subdivision agrees that should such equipment fail, it will not make any claim for damages of any kind.

(d) Any qualified voter in the Joint Election may vote early by personal appearance at any of the joint early voting locations or at any Vote Center/Polling Location on election day.

(e) The County Election Officer may contract with numerous political subdivisions for the Joint Election, and the parties agree that all ballot styles will be programmed into one voting system. Each voter will receive one ballot which contains all races and issues in the Joint Election for

which the voter is eligible at the address and in the precinct in which the voter is currently registered. One joint voter sign in process consisting of a common list of registered voters and common signature rosters shall be used in precincts in which the county polling locations are used.

(f) The County Election Officer shall file copies of this Agreement with the Auditor and Treasurer of Jefferson County not later than the 10th day from receipt of the fully executed contract by County Election Officer.

(g) The County is self-insured for personal liability issues. Should Political Subdivision desire insurance for injuries during this election or other liabilities, entity shall make such arrangements separate from this Agreement.

(h) In the event that the performance by County Election Officer of any of its obligations hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

(i) The parties to this Agreement agree that Political Subdivision may cancel this Agreement in the event that it has no need to conduct an election by 60th day before election day. If Political Subdivision's election is cancelled after deadline, a \$200 contract preparation and processing fee will be due in addition to any costs incurred by County Election Officer on behalf of Political Subdivision prior to said cancellation.

(j) The Political Subdivision has the option of extending the terms of this Agreement through its runoff election, if applicable. Political Subdivision may reduce the number of the adopted early voting locations and/or election day voting locations in which precincts are not involved in a runoff election. In the event of a runoff that Political Subdivision wants County Election Officer to conduct, Political Subdivision, with input from the County Election Officer, agrees to coordinate the date with other entities participating in this Joint Election. If Political Subdivision elects to have County Election Officer conduct a runoff election, the cost will be determined by the number of entities participating and the actual costs plus administrative fees. Political Subdivision will be responsible for all orders, notices, and publications required for their runoff except the publication of the public logic and accuracy test which County Election Officer will publish.

6. DISPUTE RESOLUTION PROCEDURE

The parties agree to use dispute resolution process provided for in Chapter 2260 of the Texas Government Code to attempt to resolve all disputes arising under this Agreement. Either party must give written notice to the other party of a claim for breach of this Agreement not later than the 180th day after the date of the event, giving rise to the claim. By their execution of their Agreement, the parties acknowledge and knowingly and voluntarily agree that neither the execution of this Agreement, nor the conduct, act or inaction by any person in the execution,

administration or performance of this Agreement constitutes or is intended to constitute a waiver of the party's immunity from suit with respect to claims of third parties.

7. ENTIRE AGREEMENT/AMENDMENT

This Agreement constitutes the entire agreement between **City of Groves** and Jefferson County, Texas. This Agreement may be amended only in writing and signed by the parties.

8. NOTICES

Except as otherwise provided in this section, all notices, consents, approvals, demands, request, or other communications provided for or permitted to be given under any of the provisions of this Agreement shall be in writing and shall be deemed to have duly given or served when delivered by hand delivery or when deposited in the U.S. mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as set forth below or to such other person or address as may be given in writing by either party to the other in accordance with this section:

CITY OF GROVES: Mr. Kevin Carruth
City Manager
City of Groves
3947 Lincoln Avenue
Groves, Texas 77619

JEFFERSON COUNTY: Roxanne Acosta-Hellberg, County Clerk
P. O. Box 1151
Beaumont, TX 77704

IN WITNESS WHEREOF, each of the parties agree to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 2024.

CITY OF GROVES:

By: _____
Name: Kevin Carruth
City Manager
City of Groves

Attest: _____

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 2024.

JEFFERSON COUNTY:

By: _____
Name: Roxanne Acosta-Hellberg
Title: County Election Officer for Jefferson County, Texas.

Received and filed:
Jefferson County

By: _____
Hon. Jeff Branick
Title: County Judge for Jefferson County, Texas.

Attest:
County Clerk Jefferson County, Texas

By: _____
Name: Roxanne Acosta-Hellberg
Title: County Clerk for Jefferson County, Texas.

Date Copy of agreement Furnished
to County Treasurer for Jefferson County, Texas: _____

Date Copy of agreement Furnished
to the Auditor for Jefferson County, Texas: _____

ESTIMATED ELECTION COSTS

Costs may be adjusted for changes at the time of the election

#1 Publish Legal Notices

Publish Legal Notices – the Number of published posts based on type of Election	TBD
---	-----

#2 Transportation of Voting Equipment

Rental cost of trucks to transport voting equipment during EV & ED.	TBD
---	-----

#3 Polling Location Site Rental

Rental fees charged by locations	TBD
----------------------------------	-----

#4 Professional Services

Contracted services – includes cost of support personnel and mail ballot services	TBD
---	-----

#5 EV & ED Field Tech Support

Wages and mileage for Field Technicians	TBD
---	-----

#6 EV & ED Supplies

Election Kits – extension cords, seals, PPE, envelopes, power strips, etc.	\$ 50.00
A – Frames and totems	\$ 145.00
File box with forms	\$ 250.00

#7 Internet Service for Cell Phones and Wifi Cards

Cell Phones and Internet Service	\$35.00
Wifi Cards and Internet Service	\$35.00

#8 Printing Fees and Postage

Cost of all printed ballots (ballots by mail, sample ballots and test ballots)/sheet	\$.50
Mail Ballots per set (completed in house)	\$ TBD
Mail Ballots to be cured per set	\$ TBD
Cost of Activation Cards (ballots)	TBD

#9 Public Test, EVBB, SVC and CCS Personnel Costs

Payroll costs associated with the operation of the EVBB, SVC, CCS and Public Test.	TBD
--	-----

#10 Early Voting Personnel and Other Training

Wages, training and expenses for training of Early Voting personnel	TBD
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#11 Election Day Personnel

REVISED 7-2023

Wages, training and other expenses for Election Day personnel TBD

#12 Security and Maintenance Personnel for EV and ED

Overtime wages for Sheriff Deputies and Maintenance personnel TBD

#13 & #14 Early Voting & Election Day Equipment Usage Fees

DS200 Scanner/Tabulator with Cart	\$450.00
Quad Cart with 4 ExpressVote Machines	\$850.00
ExpressVote wit Curbside Cart	\$215.00
ES&S Pollbook + Printer	\$100.00
DS450 – 2 in the Central Counting Station (CCS)	\$1,030.00

#15 - 10% Administrative Fee (TEC Section 31.100)

10% Administrative Fee allowed by statute. TBD

*Proportionate costs will be calculated based on the number of voting precincts in the Political Subdivision divided by the total number of voting precincts participating in this election.

**Political Subdivision located in 1 to 5 precincts, in whole or in part, shall not be charged over \$10,000.00 for a joint election with county/state races.

***Political Subdivision requiring run-off elections will be billed 100% of the cost of the election.

****For those elections where the County is not a participant, costs shall be allocated based on the number of precincts, in whole or in part, encompassed by the Political Subdivision.

EARLY VOTING
October 21 – November 1

November Presidential Election – Countywide Polling – All precincts may vote at any Vote Center.
(Noviembre Presidencial eleccion – Lugares de votacion en todo el condado – Todos los precincts pueden votar en cualquier centro de votacion.)

Election Day Polling Places	Address	City, State, Zip Code
<i>Localizaciones</i>	<i>Direccion</i>	<i>Cuidad, Estado, Codigo postal</i>
Precinct 1 Service Center (Front Conference Room)	20205 W. Hwy 90	China, TX 77613
Rogers Park Community Center	6540 Gladys Ave	Beaumont, TX 77706
Hebert Library (Community Room)	2025 Merriman St	Port Neches, TX 77651
Ray Chesson Office Building (Courtroom)	19217 FM 365	Beaumont, TX 77705
Marion & Ed Hughes Public Library (Meeting Room)	2712 Nederland Ave	Nederland, TX 77627
Groves Activity Building (Lounge)	6150 39 th Street	Groves, TX 77619
Jefferson County Sub-Courthouse (Foyer)	525 Lakeshore Dr	Port Arthur, TX 77640
Port Arthur Library (Lucy Stiefel Gallery)	4615 9 th Avenue	Port Arthur, TX 77642
Jefferson County Courthouse (Lobby)	1085 Pearl St	Beaumont, TX 77701
John Paul Davis Community Center	3580 E. Lucas Dr	Beaumont, TX 77703
Theodore Johns Library (Meeting Room)	4255 Fannett Rd	Beaumont, TX 77705

DATES AND HOURS FOR ALL ABOVE LOCATIONS:

(Fechas y Horas para todas las localizaciones anteriores):

October 21 – 25, 2024 (Octubre 21 – 25, 2024)	Monday - Friday (Lunes -Viernes)	8:00 a.m. - 5:00 p.m.
October 26, 2024 (Octubre 26, 2024)	Saturday (Sábado)	7:00 a.m. - 7:00 p.m.
October 27, 2024 (Octubre 27, 2024)	Sunday (Domingo)	12:00 p.m. - 6:00 p.m.
October 28 – November 1, 2024 (Octubre 28 – Noviembre 1, 2024)	Monday – Friday (Lunes – Viernes)	7:00 a.m. – 7:00 p.m.

ELECTION DAY NOVEMBER 5, 2024

November Presidential Election – Countywide Polling – All precincts may vote at any Vote Center.
(*Noviembre Presidencial eleccion – Lugares de votacion en todo el condado – Todos los precinctos pueden votar en cualquier centro de votacion.*)

Election Day Polling Places <i>Localizaciones</i>	Address <i>Direccion</i>	City, State, Zip Code <i>Cuidad, Estado,Codigo postal</i>
Amelia Elementary School (Gymnasium)	565 S. Major Dr	Beaumont, TX 77707
BISD Administration Building (Boardroom)	3395 Harrison Ave	Beaumont, TX 77706
Precinct 1 Service Center (Front Conference Room)	20205 W. Hwy 90	China, TX 77613
Rogers Park Community Center	6540 Gladys Ave	Beaumont, TX 77706
RC Miller Library (Meeting Room)	1605 Dowlen Road	Beaumont, TX 77706
Caldwood Elementary (Gymnasium)	102 Berkshire Lane	Beaumont, TX 77707
Bevil Oaks Civic Center	7390 Sweetgum Road	Bevil Oaks, TX 77713
Hebert Library (Community Room)	2025 Merriman St	Port Neches, TX 77651
Jefferson County WCID 10 Fire Station (Front Lobby)	2024 Spurlock Rd.	Nederland, TX 77627
Nederland Recreation Center (Meeting Room)	2301 Avenue H	Nederland, TX 77627
Ray Chesson Office Building (Courtroom)	19217 FM 365	Beaumont, TX 77705
Jefferson County ESD #4 (Main Meeting Room)	12880 FM 365	Beaumont, TX 77705
Marion & Ed Hughes Public Library (Meeting Room)	2712 Nederland Ave	Nederland, TX 77627
Groves Activity Building (Lounge)	6150 39 th Street	Groves, TX 77619
Hamshire VFD and Community Center	12318 2 nd St	Hamshire, TX 77622
DeQueen Elementary (Fifth Grade Hall)	740 DeQueen Blvd	Port Arthur, TX 77640
Jefferson County Sub-Courthouse (Foyer)	525 Lakeshore Dr	Port Arthur, TX 77640
El Vista Community Center	615 Ellias Street	Port Arthur, TX 77640
Port Acres Elementary (Main Hallway)	5900 Jade Ave	Port Arthur, TX 77640
Port Arthur Library (Lucy Stiefel Gallery)	4615 9 th Avenue	Port Arthur, TX 77642
R.L. Gabby Eldridge Center	5262 S. Gulfway Dr	Sabine Pass, TX 77655
Travis Elementary (Library)	1115 Lakeview Ave	Port Arthur, TX 77642
Alice Keith Park Recreation Center	4075 Highland Ave	Beaumont, TX 77705
Charlton-Pollard Elementary (Gymnasium)	825 Jackson St	Beaumont, TX 77701
Lamar University Montagne Center (Cardinal Club Room)	4401 S. MLK Pkwy	Beaumont, TX 77705
Jefferson County Courthouse (Lobby) Main Polling Location	1085 Pearl St	Beaumont, TX 77701
John Paul Davis Community Center	3580 E. Lucas Dr	Beaumont, TX 77703
Precinct 4 Service Center (Conference Room)	7780 Boyt Rd	Beaumont, TX 77713
Roy Guess Elementary (Hallway near Gymnasium)	8055 Voth Rd.	Beaumont, TX 77708
Sterling Pruitt Center (Multi-purpose Room)	2930 Gulf St	Beaumont, TX 77703
Theodore Johns Library (Meeting Room)	4255 Fannett Rd	Beaumont, TX 77705

City of Groves
Agenda Item Information Form

Council Meeting Date: 8/12/2024 Department: City Manager Agenda Item No. 14

Title for Item (same as to be placed on Agenda): Deliberate and act on the August 12, 2024 Invoice List.

Party(ies) requesting placement of this item on the agenda: City Manager Kevin Carruth

Submitted to City Manager's Office on: Date: 8/7/24 Time: 11:30 a.m. By: C. THIBODEAUX

Explanation of Item: Approval of the invoices for the City that are above \$5,000.

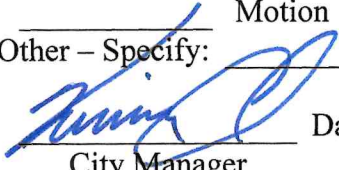
Deadline for Approval: Immediately

Staff Recommendation: Approval of the list, as presented.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Invoice approval list.

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 08/07/24
Department Head City Manager

FUNDING (IF APPLICABLE)

Are sufficient funds specifically designated and currently available for this purpose? YES NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

PAYMENT REQUEST

Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item
(if applicable): \$ _____ Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

APPROVED: NOT APPROVED: Any follow-up action required? YES NO
If yes, explain _____

Invoice Approval List - August 12, 2024

Vendor	Description	Amount
1. PVS DX, INC	Chlorine for Water Plant	\$ 6,861.60
2. PVS DX, INC	CL2 and SO2 for Wastewater Plant	\$ 9,646.20
Total		\$ 16,507.80

KC
08/07/24

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: July 31, 2024

P.O. NUMBER: 09-37742

TO: Kevin Carruth

FROM: David Molbert

Purchase Recommendation

Recommended Company: PVS DX, INC			
Items to be Purchased: Chlorine			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
CHLORINE	1	\$6,840.00	\$6,840.00
8,000 LB at \$0.8550			\$0.00
Super Fund	1	\$21.60	\$21.60
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval before ordering!</i>			\$6,861.60*

REASONS FOR PURCHASE:

Chlorine used for disinfection

QUOTES

	COMPANY NAME	COST
1.	SOLE SOURCE	\$
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-02-120 VENDOR NUMBER: 23739

Requested by: *David Molbert* Date: 8-5-24

Approved by: *[Signature]* Date: 8-5-2024
(PW Director)

Approved by: _____ Date: **RECEIVED**

Date Council Approved _____ **AUG 06 2024**

FINANCE

C:\Users\GRVWTP\Desktop\Council Approval.doc

PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: July 24, 2024
 TO: Kevin Carruth

P.O. NUMBER: 09-37676
 FROM: Coby Doucet

Purchase Recommendation				
Recommended Company: PVS DX,INC(33418)				
Items to be Purchased: CL2 AND SO2				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-02-140	CL2	3	\$1,710.00	\$5,130.00
11-5-64-02-140	SO2	3	\$1,500.00	\$4,500.00
11-5-64-02-140	SUPER FUND TAX	1	\$16.20	\$16.20
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval before ordering!</i>				\$9,646.20

REASONS FOR PURCHASE:

CL2 AND SO2 FOR DISINFECTION AND DECHLORINATION OF TREATED WASTEWATER.

QUOTES		
	COMPANY NAME	COST
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

Approved by: Date: 7-24-2024
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

RECEIVED

JUL 26 2024

FINANCE

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