

Notice of Regular Meeting

September 23, 2024, 5:00 p.m.

Directly following the Joint Public Hearing at 5 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/89526769066> 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.

Public Hearings

8. Conduct a public hearing with the Planning and Zoning Commission for the purpose of renewing specific use permits for game rooms located at 6900 32nd St., 2600 Main Ave., 2610 Main Ave., and a specific use permit for Phase II of Lady Luck RV Resort.

Regular Agenda

9. Deliberate and act to approve the minutes of the August 26, 2024 and September 9, 2024, City Council Meetings.
10. Hear and deliberate on a Proclamation recognizing the 2024 Groves Pecan Festival Royalty.
11. Presentation of a response video and a Life Saving Award to Detective Steven Boudreaux in recognition of his heroic actions on August 21st, 2024.
12. Deliberate and act on the selection of a professional Community Development Block Grant administrative services firm and authorizing the City Manager to negotiate and execute all necessary documents.
13. Deliberate and act on awarding the bid for the ARPA Wastewater Treatment Plant Improvements Project, including the replacement of the mechanical bar screen and grit classifier and authorizing the City Manager to negotiate and execute all necessary documents.
14. Deliberate and act on request by Burrito Bar and Tortilla Factory for preliminary approval of an alcohol sales permit application.
15. Deliberate and act on approval for the Collective Bargaining Agreement with the Groves Professional Firefighters Association and authorizing the Mayor and City Manager to execute all necessary documents.
16. Deliberate and act on the September 23, 2024, Invoice List.
17. Deliberate and act on an ordinance denying the statement of intent of Texas Gas Service Company to increase rates in the incorporated areas of the Central-Gulf service area requiring reimbursement of municipal rate case expenses.

Closing Agenda

- 18. Hear and deliberate on Council Member comments.
- 19. 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 September 20, 2024, at _____AM/PM.

City of Groves

City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/2024 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 August 26, 2024 and September 9, 2024, City Council Meetings.

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

Submitted to City Manager's Office on: Date: 9/17/24 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: _____

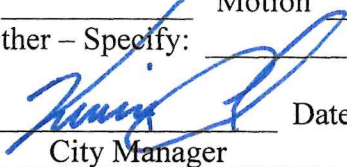
Deadline for Approval: Immediately.

Staff Recommendation: Approval of minutes, as presented.

Alternative (if any) for consideration: _____

Identify any attachments to this document: August 26, 2024 and September 9, 2024 Minutes.

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

Signed: _____ Date: _____ Approved:  Date: 09/17/24
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 August 26, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Paul Oliver, Councilmember Rhonda Dugas and Councilmember Pete Konidis in attendance. Mayor Borne called the meeting to order and welcomed the attendees and news media. Ken Lofton from the local VFW then led the prayer and pledge of allegiance.

Mayor Borne asked if there were any reports and there were none.

Mayor Borne then called for citizen comments and Barbara Edington of 3800 Russell stated that she would like to make sure a couple of questions get answered regarding item number 14 on the agenda. Mrs. Edington wanted to know if the County Tax Assessor was called and asked as to why they are not compliant with the Texas Tax Code. Mrs. Edington also wanted to know if the Texas State Comptroller was called and asked if the City of Groves did not have to comply with the Texas Tax Code. Mrs. Edington also stated that she will continue asking questions because for years the City has been noncompliant. There were no further citizen comments.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE AUGUST 5, 2024, SPECIAL MEETING: Councilmember Konidis moved to approve the minutes of the August 5, 2024, Special Meeting as written and Councilmember Oliver seconded. There was no discussion and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE AUGUST 12, 2024, CITY COUNCIL MEETING: Councilmember Oliver made a motion to deliberate and act to approve the minutes of the August 12, 2024, City Council Meeting and Mayor Pro Tem McAdams seconded. There were no questions and the motion passed unanimously.

DELIBERATE AND ACT ON ESTABLISHING A DATE FOR A JOINT PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION TO RENEW SPECIFIC USE PERMITS FOR GAME ROOMS LOCATED AT 6900 32ND ST., 2600 MAIN AVE., 2610 MAIN AVE., AND A SPECIFIC USE PERMIT FOR PHASE II OF LADY LUCK RV RESORT: Councilmember Dugas made a motion to deliberate and act on establishing a date for a Joint Public Hearing with the Planning and Zoning Commission to renew specific use permits for game rooms located at 6900 32nd St., 2600 Main Ave., 2610 Main Ave., and a specific use permit for Phase II of Lady Luck RV Resort with a recommended date of September 23, 2024. Councilmember Oliver seconded. There were no questions and the motion passed unanimously.

DELIBERATE AND ACT ON A RESOLUTION TO SUPPORT SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION – METROPOLITAN PLANNING ORGANIZATION’S EFFORT TO REDESIGNATE AND EXPAND ITS PLANNING AREA BOUNDARIES TO ACCEPT JASPER COUNTY: Mayor Pro Tem McAdams made a motion to deliberate and act on a Resolution to support South East Texas Regional Planning Commission – Metropolitan Planning Organization’s effort to redesignate and expand its planning area boundaries to accept Jasper County. Councilmember Dugas seconded. Bob Dickinson from South East Texas Regional Planning Commission thanked Council and the City Manager for putting this Resolution on the agenda. Mr. Dickinson stated that they are just expanding their planning boundaries from three to four counties. Mayor Borne asked City Attorney Brandon P. Monk if he needed to read the resolution and Mr. Monk stated that it is already covered in the agenda item. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON AN ORDINANCE REGARDING THE CITY OF GROVES’ TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS PROVIDING EMPLOYEES WITH FIVE-YEAR VESTING: Councilmember Konidis made a motion to deliberate and act on an ordinance regarding the City of Groves’ Texas Municipal Retirement System benefits providing employees with five-year vesting. Mayor Pro Tem McAdams seconded. City Manager Kevin Carruth stated that as we discussed during the budget process, one of the ways we can most economically try to be competitive with our surrounding communities in recruitment of employees is to lower our vesting from 10 years to 5 years. Mr. Carruth then stated as discussed during the budget process this will run around \$19,000. Mr. Carruth also explained that most of the communities around us are at 10-year vesting but they also have a 7% contribution rate on TMRS. Mr. Carruth then informed Council trying to compete with a 7% contribution rate is considerably more expensive than going to 5-year vesting. Councilmember Konidis asked if anyone does a 5-year vesting and a 7% contribution rate. Mr. Carruth stated that most of the state is that way but the little pocket in Southeast Texas is a little different. Mr. Carruth also stated that TMRS doesn’t offer 10-year vesting anymore. Mayor Borne asked if the initial cost of \$18,865 was put into the FY 2024-2025 budget and City Manager Kevin Carruth stated that is correct. Mr. Carruth stated the contribution rate increases due to the possibility of people retiring earlier. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT TO APPROVE AN AGREEMENT WITH REVIZE, LLC, FOR WEBSITE SERVICES AND AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS: Councilmember Dugas made a motion to deliberate and act to approve an agreement with Revize, LLC, for website services and authorize the City Manager to negotiate and execute all necessary documents. Councilmember Oliver seconded. City Manager Kevin Carruth addressed Council stating that as it was discussed in the budget process was the need for a new website. The current website is over 10 years old and basic. Mr. Carruth also informed Council that Revize is the vendor that both Nederland and Port Neches uses. Mr. Carruth also stated that Revize will provide more transparency for the City, citizens will be able to find information more easily, they can also subscribe to agendas and other information, and staff will be able to maintain the site easier. Councilmember Dugas asked Mr. Carruth to explain the expense for the new website. Mr. Carruth stated the total cost would be \$19,250 with a 5-year term and the next 4 years would be \$2,500 a year. Revize also offers a 5-year payment plan for \$5,850 a year and what is budgeted for FY 2024-2025 is the payment for year one of a five-year term. Mr. Carruth stated that he is recommending the payment plan which would be \$5,850 a year instead of the big lump sum of \$19,250. There were no further questions and the motion passed unanimously.

HEAR AND DELIBERATE ON THE PRESENTATION OF RESPONSE TO TAX RATE NOTICE CONCERNS FROM THE AUGUST 19, 2024, CITY COUNCIL MEETING: Councilmember Konidis made a motion to hear and deliberate on the presentation of response to tax rate notice concerns from the August 19, 2024, City Council meeting and Councilmember Dugas seconded. City Manager Kevin Carruth stated that during the Public Hearing last week we had several questions raised about whether or not the Cities published notice about 2024 tax rates met all of the requirements of the Texas Tax Code. Mr. Carruth then stated that right after the meeting he started looking into those questions and the following morning staff pursued additional inquiries. Mr. Carruth informed Council what was found out is that the text in the format of the add is prescribed by Texas Tax Code Section 26.04. Mr. Carruth then explained the financial data is provided to the Tax Assessor Collector by the City and the Tax Assessor in turn inputs the said data into Tax Truth and Taxation Software, the software is developed by Linebarger Blair & Sampson, which is the largest law firm in the State of Texas that represents public entities. This software is also used by hundreds of counties, cities, school districts and appraisal districts in Texas. Mr. Carruth also explained that the software is programmed to do all of the calculations, complete all the required forms, schedules and notices that are required by the statute in the State of Texas. The Tax Assessor Collector then sends

that notice to the City and the publications are required to be a quarter page but we published it as a half page which is twice as big as is required. The notice is also sent to the City in PDF form so it is not anything that can be edited. Mr. Carruth then stated that all of the data that was sent to the Tax Assessor Collector is accurate and all of the posting and public input requirements have been met.

Mr. Carruth then stated that the City Attorney reviewed the notices and they are all in compliance with tax code. Mr. Carruth then addressed one of Mrs. Edington's concerns was with the City listing the \$579,950 in the list of debts but it is listed because even though it is being paid by funds from the EDC, the ultimate security is still property tax and that is why it had to be listed. Mr. Carruth stated he wanted to highlight that the City published the notice that was given to them by the Tax Assessor Collector who are using the form that is prescribed to them by the State of Texas Comptrollers Office. City Attorney Brandon P. Monk stated that part of the confusion is coming from the fact that the statutory provisions that were looked at relate to obligations that were not the City's obligations. They were obligations of what Appraisal District and Tax Assessor Collector were to do and they performed those duties. Councilmember Dugas then reexplained the reasoning for the fire station debt being listed under city debts even though it is being paid with EDC funds. There was no further discussion on this item.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$116,097.88 as follows:

1. Brenntag Southwest, INC	Sodium Hydroxide for Water Plant.	\$8,199.03
2. Chameleon Industries	Polymer for Water Plant.	\$34,960.00
3. Lower Neches Valley Authority	Raw water purchased.	\$24,750.00
4. NewGen Strategies & Solutions	Utility Rate Consultant.	\$27,375.00
5. PVS DX INC.	CL2 and SO2 for Waste Water Plant.	\$9,861.60
6. Republic Services	Sludge disposal July 2024.	\$10,952.25

Councilmember Konidis made a motion to approve the invoice list for August 26, 2024 and Mayor Pro Tem McAdams seconded. Mayor Borne asked for questions and there were none. Motion passed unanimously.

Mayor Borne asked for Council comments. Councilmember Konidis commended the fire and police for saving citizens from a fire at an apartment complex. Councilmember Dugas informed the citizens that she has never lied or betrayed them. There were no further comments.

There was no further business and the meeting was adjourned at 5:37 p.m.

Mayor

ATTEST:

City Clerk

A regular meeting of the Groves City Council was held September 9, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Paul Oliver, Councilmember Pete Konidis, and Councilmember Rhonda Dugas in attendance. Mayor Borne called the meeting to order and welcomed the attendees. A representative from VFW 4820 then led the prayer and pledge of allegiance.

Mayor Borne then asked for reports and Chief Billeaud then gave an update on Tropical Storm Francine. Chief Billeaud stated that the storm has moved a little west and they are expecting landfall near Vermilion Bay, Louisiana, as a possible category 2 hurricane. Chief Billeaud also updated council on a pretty bad house fire Sunday afternoon; however the homeowners were not home at the time but there were some pets that did not make it.

Mr. Ken Lofton from VFW 4820 then gave a report regarding 9/11. Mr. Lofton stated that they had the pleasure of speaking at the Val Verde Baptist Church yesterday. Mr. Lofton then went over the history of 9/11 and how actor and former firefighter Steve Buscemi put his old gear back on and helped search for survivors for five days. There were no further reports.

Mayor Borne declared that before he goes to citizen comments he would like to remind everyone that there will be no back and forth discussion, no campaigning, and no bashing of city staff or Councilmembers both in citizen comments and Councilmember comments. Mayor Borne then asked for citizen comments and there were none.

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE AUGUST 19, 2024, SPECIAL MEETING/PUBLIC HEARING: Mayor Pro Tem McAdams made a motion to deliberate and act to approve the minutes of the August 19, 2024, Special Meeting/Public Hearing and Councilmember Konidis seconded. There were no questions and the motion passed unanimously.

RECEIVE THE MINUTES OF THE AUGUST 19, 2024, PLANNING AND ZONING MEETING: Mayor Borne stated that all of Council has received the minutes from the August 19, 2024, Planning and Zoning Meeting.

DELIBERATE AND ACT ON HOTEL OCCUPANCY TAX FUNDING REQUEST BY GROVES PECAN FESTIVAL: Councilmember Oliver made a motion to deliberate

and act on Hotel Occupancy Tax funding request by Groves Pecan Festival and Mayor Pro Tem McAdams seconded. Councilmember Dugas asked about the different artist that were going to perform at the festival. Councilmember Dugas then asked if the beer garden made enough money to cover the expenses. Letha Knaus Groves Pecan Festival Executive Director stated that it did make enough to cover the expenses the first time. Mayor Borne asked if Finance Director Lamar Ozley and City Attorney Brandon P. Monk have looked to see if all of these items are available for this money. Mr. Ozley and Mr. Monk both stated that they do qualify. Mayor Borne then asked Mr. Monk if the stipulations needed to be included in the motion and Mr. Monk stated they do. Councilmember Paul Oliver amended his previous motion to approve the request contingent upon the following conditions: (1) A not-to-exceed total of \$25,062; (2) Reimbursement using receipts; and (3) Compliance with the Texas Tax Code Chapter 351 eligible expenses and Mayor Pro Tem McAdams seconded. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON CASTING THE CITY'S BALLOT FOR TEXAS MUNICIPAL LEAGUE BOARD OF DIRECTORS REGION 16 DIRECTOR ELECTION: Councilmember Konidis made a motion to deliberate and act on casting the City's ballot for Texas Municipal League Board of Directors Region 16 Director Election and Councilmember Dugas seconded. City Manager Kevin Carruth gave Council an update on all of the candidates. Council agreed to vote for Mrs. Burchfield and Councilmember Konidis amended his motion to include Mrs. Burchfield as the Groves City Council vote for the Region 16 Director Election. Councilmember Dugas seconded. There was no further discussion and the motion passed unanimously.

DELIBERATE AND ACT ON CASTING THE CITY'S BALLOT FOR TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL BOARD OF TRUSTEES ELECTION FOR PLACES 11-14: Mayor Pro Tem McAdams made a motion to deliberate and act on casting the City's ballot for Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election for Places 11-14 and Councilmember Oliver seconded. Mr. Carruth stated that he personally knows the candidates for places 11, 13, and 14 but does not know the candidate for place 12. Mr. Carruth also stated that he believes the candidate for place 12 is the current incumbent and is the TML President. Mayor Borne stated that he recommends to accept the staff recommendations for the 4 places. Mayor Pro Tem McAdams amended his previous motion to include the staff recommendations and Councilmember Oliver seconded. Motion passed unanimously.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$57,287.76 as follows:

1. ASCO Equipment	Parts for 2 bucket replacements for Gradall.	\$7,510.34
2. CDW Government, INC.	City Hall security.	\$12,457.43
3. City of Port Arthur	Landfill & disposal.	\$17,665.00
4. Kevin Carruth	Moving expenses authorized by CM Contract.	\$9,705.48
5. Republic Services	July 2024 dumpster service.	\$9,949.51

Councilmember Dugas made a motion to approve the invoice list for September 9, 2024 and Mayor Pro Tem McAdams seconded. Councilmember Dugas asked about the security supplies for City Hall and Councilmember Konidis asked if this is from the last budget and Chief Billeaud stated that this is from last year's budget. Councilmember Dugas asked if that is the last payment for Mr. Carruth's moving expenses and Mr. Carruth stated that is the only payment. There were no further questions and the motion passed unanimously.

Mayor Borne asked for Council comments. Mayor Borne thanked the Fire Department on behalf of the Broussard family for the firefighters helping them salvage everything they could. Mayor Pro Tem McAdams stated that to see the firefighters in action was unbelievable and they did a great job. Councilmember Dugas asked if the Chamber financials were up to date and they are except for the August financials which are currently in progress. Councilmember Konidis stated that anyone that wants to use his name for political gain or defame his name and is ongoing then he will take legal action if continued.

There being no further business, the meeting was adjourned at 5:30 p.m.

Mayor Borne

ATTEST:

City Clerk

City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/2024 Department: City Manager Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Hear and deliberate on a Proclamation recognizing the 2024 Groves Pecan Festival Royalty.

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

Submitted to City Manager's Office on: Date: 9/16/24 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: The Groves Pecan Festival Scholarship Pageant was September 14th and is the lead-up To the 2024 edition of the Groves Pecan Festival on October 10th-13th.

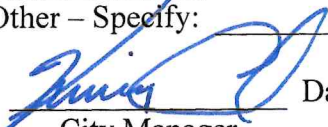
Deadline for Approval: 9/23/24

Staff Recommendation: Not an action item.

Alternative (if any) for consideration: _____

Identify any attachments to this document: 1) Proclamation; 2) Pageant Description.

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

Signed: _____ Date: _____ Approved:  Date: 09/18/24
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 _____

City of Groves, Texas

Office of the Mayor

PROCLAMATION

I, Chris Borne, by virtue of the authority vested in me as Mayor of the City of Groves, Texas, do hereby recognize the following 2024 Groves Pecan Festival Royalty:

“Petite Miss Jamie Morris”
“Little Miss Quinn Brennan”
“Duchess Gray Whitaker”
“Countess Jenner Dauterive”
“Junior Miss Staton Taylor”
“Queen Emily Brannin”

On behalf of the City Council of the City of Groves, I offer my congratulations to each Queen.

In testimony whereof, witness my hand and the Seal of the City of Groves this 23rd day of September, 2024.

Chris Borne, Mayor

Clarissa Thibodeaux, City Clerk

2024 GROVES PECAN FESTIVAL ROYALTY



Jamie Morris
Petite Miss



Quinn Brennan
Little Miss



Gray Whitaker
Duchess



Jenner Dauterive
Countess



Staton Taylor
Junior Miss



Emily Brannin
Queen

THE PECAN PAGEANT

Tradition of Pageantry

The pageant is open to girls ages 3 to 12th grade that live in Groves and completed applications will be accepted on a first come first serve basis. Each category is limited to 15 contestants. Categories go by grade:

- Petite Miss — 3 years to Pre-K
- Little Miss — kindergarten to first grade
- Duchess — second to third grade
- Countess — fourth to fifth grade
- Junior Miss — sixth to seventh grade
- Princess — eighth to ninth grade
- Queen — 10th to 12th grade



Scholarship Opportunities

Contestants in the Queen's Division will compete for the following scholarship amounts

Queen – \$1,000 scholarship

1st Runner-up – \$750 scholarship

2nd Runner-up – \$500 scholarship

City of Groves
Agenda Item Information Form

Council Meeting Date: Sept 23rd, 2024 Department: Police Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Presentation of a response video and a Life Saving Award to Detective Steven Boudreaux in recognition of his heroic actions on August 21st, 2024.

Party(ies) requesting placement of this item on the agenda: Interim City Marshal

Submitted to City Manager's Office on: Date: 9/17/2024 Time: 8:30 AM By: Marshal

Explanation of Item: On August 21, 2024, Central Dispatch reported an apartment fire. Det. Boudreaux, having overheard the call, immediately headed to the scene. Thanks to his swift response and decisive actions, he rescued an unresponsive woman from a second-floor apartment. We would like to commend him for his bravery at this meeting.


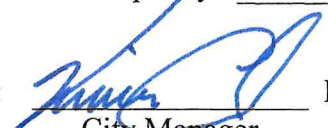
Deadline for Approval: Immediately

Staff Recommendation: Not an action item, deliberation only.

Alternative (if any) for consideration: None

Identify any attachments to this document: Memo, attached reports

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

Signed:  Date: 9/17/24 Approved:  Date: 09/18/24
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 \$ N/A 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: Kevin Carruth, City Manager
From: Christopher Robin, Interim City Marshal
Date: September 17th, 2024
Re: Presentation to Steven Boudreaux of a Life Saving Award



I hope this message finds you well.

I am writing to request a slot on the upcoming City Council agenda for a special presentation to recognize the exemplary actions of Detective Steven Boudreaux. Det. Boudreaux has recently performed a remarkable act of bravery that resulted in saving a life, and we believe it is important to honor and acknowledge his heroic efforts in front of the Council and the community.

The proposed agenda item would include:

- A brief overview of the incident and Det. Boudreaux's actions.
- A video displaying Det. Boudreaux's response to the incident.
- The presentation of the life-saving award to Detective Boudreaux.
- Comments from the Mayor or Council members, if desired.

We believe this recognition not only celebrates Det. Boudreaux's dedication and courage but also serves as an inspiring example for others in our community.

Thank you for considering this request. We look forward to your response.

Groves Police Department

Life Saving Award

THIS AWARD IS PRESENTED TO

DETECTIVE STEVEN BOUDREAU

In recognition of your bravery and quick thinking during a life-threatening situation.

On August 21, 2024, during a structure fire at Beverly Place Apartments, Detective Boudreaux risked his life to rescue an unconscious individual, preventing a tragic outcome.

Your heroism and commitment to protecting life exemplify the highest standards of law enforcement.

We honor you with this Life Saving Award for your dedication, courage, and service.



Christopher Robin
Interim City Marshal

September 23, 2024

Date

Life Saving Award

PRESENTED TO

Det. Steven Boudreaux

In recognition of your heroic actions on August 21, 2024 at Beverly Place Apartments. Your bravery, quick thinking and dedication, saved a life and exemplify the highest standards of public service.

GROVES POLICE DEPARTMENT

September 23, 2024



City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/24 Department: Finance Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Deliberate and act on the selection of a professional Community Development Block Grant administrative services firm and authorizing the City Manager to negotiate and execute all necessary documents.

Party(ies) requesting placement of this item on the agenda: Lamar A. Ozley, Finance Director

Submitted to City Manager's Office on: Date: 9/13/24 Time: 12:00 p.m. By: L. Ozley

Explanation of Item: Please see the attached memo.

Deadline for Approval: September 30, 2024

Staff Recommendation: Staff recommends Council confirm the Selection Review Committee's Recommendation of GrantWorks, Inc., to perform Community Development Block Grant administrative services and authorizing the City Manager to negotiate and execute all necessary documents.

Alternative (if any) for consideration: Reject all bids and reissue RFP; however, consultants may no longer Be able to meet CDBG application deadlines.

Identify any attachments to this document: (1) Memo; (2) Committee bid tabulation sheets; and RFP.

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

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

Signed: L. Ozley Date: _____ Approved: [Signature] Date: 09/18/24
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 \$ N/A 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: **Lamar Ozley, Finance Director** 

Date: **September 13, 2024**

Re: **Administration Services of 2025-26 CDBG Program**

On July 29, 2024, the City Council appointed a selection review committee to make a recommendation for the grant administrator of the City's 2025-26 Texas Community Development Block Grant (CDBG) application and award (if received). The Committee consisted of Mayor Chris Borne, Finance Director Lamar Ozley, and Public Works Director Troy Foxworth. The Committee reviewed the three proposals received and utilized standardized evaluation criteria to score their individual findings. The Committee met on September 10, 2024, and members' reviews were consistent and unanimous. Public Management, Inc.'s bid was incomplete (it did not contain all the requested materials) and was not considered. The two other firms, Langford Community Management Services and Grantworks, Inc., were complete and evaluated.

The table below shows the scores of the individual committee members. The evaluation forms are also included.

Reviewer	GrantWorks	Langford
Borne	99.0	93.8
Foxworth	100	93.8
Ozley	100	95.8
Average	99.7	94.5

The firms varied in approach and staffing, and both were qualified and capable of administering the CDBG expenditures. However, the cost difference between the two was noticeable. The cost of each proposal is listed below:

- **GrantWorks, Inc.**
 - Up to and including \$500,000 of grant funds - \$39,800/7.96%)
 - Above \$500,000 - 7.96%.
- **Langford Community Management Services**
 - 10% of awarded funds.

Grant administration fees are reimbursable from grant funds and GrantWorks will not charge the City if we do not receive a CDBG award.

The review committee recommends Council award the bid to GrantWorks, Inc. If you would like a copy of the proposals, I can email electronic copies to you.

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Grant Works
 Evaluator's Name Chris Berne

TxCDBG Contract No. 25-26 CDBG
 Date of Rating 3-10-24

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	<u>30</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>30</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>4</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>19</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>7.96</u>		
B = Bidder's Proposal \$ <u>7.96</u>		
A ÷ B X 20 equals Respondent's Score	20	<u>20</u>

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
.. Experience	30	<u>30</u>
.. Work Performance	30	<u>30</u>
.. Capacity to Perform	20	<u>19</u>
.. Proposed Cost	20	<u>20</u>
Total Score	100	<u>99</u>

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Grant Works
 Evaluator's Name Troy Foxworth

TxCDBG Contract No. 2025-26 CDBG
 Date of Rating 9-10-2024

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	<u>30</u>	<u>30</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	<u>30</u>	<u>30</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	<u>20</u>	<u>20</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>7.9670</u>		
B = Bidder's Proposal \$ <u>7.9670</u>		
A ÷ B X 20 equals Respondent's Score	<u>20</u>	<u>20</u>

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
• Experience	30	<u>30</u>
• Work Performance	30	<u>30</u>
• Capacity to Perform	20	<u>20</u>
• Proposed Cost	20	<u>20</u>
Total Score	<u>100</u>	<u>100</u>

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Grant Writer
 Evaluator's Name Lance O'By

TxCDBG Contract No. 25-26 CD/86
 Date of Rating 01/10/24

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	30

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	30

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	20

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal	\$ <u>10796</u>	<u>20</u>
B = Bidder's Proposal	\$ <u>10796</u>	
A ÷ B X 20 equals Respondent's Score	20	20

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
.. Experience	30	<u>30</u>
.. Work Performance	30	<u>30</u>
.. Capacity to Perform	20	<u>20</u>
.. Proposed Cost	20	<u>20</u>
Total Score	100	100

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Langford
 Evaluator's Name Chris Boone

TxCDBG Contract No. 25-26-CDBG
 Date of Rating 9-10-24

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>9</u>
Subtotal, Experience	30	29

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	30

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>4</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	19

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal <u>\$ 7.96 %</u>		
B = Bidder's Proposal <u>\$ 10 %</u>		
A ÷ B X 20 equals Respondent's Score	20	15.8

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
• Experience	30	<u>29</u>
• Work Performance	30	<u>30</u>
• Capacity to Perform	20	<u>19</u>
• Proposed Cost	20	<u>15.8</u>
Total Score	100	93.8

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Long Feed
 Evaluator's Name Truj Fajewski

TxCDBG Contract No. 2025-76 CDX B64
 Date of Rating 9-10-2024

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>9</u>
Subtotal, Experience	30	28

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	30

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	20

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal <u>\$ 7.9670</u>		
B = Bidder's Proposal <u>\$ 10.0070</u>		
A ÷ B X 20 equals Respondent's Score	20	15.8

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
.. Experience	30	<u>28</u>
.. Work Performance	30	<u>30</u>
.. Capacity to Perform	20	<u>20</u>
.. Proposed Cost	20	<u>15.8</u>
Total Score	100	93.8

Administrative Services Rating Sheet - TxCDBG

Grant Recipient City of Groves
 Name of Respondent Langford
 Evaluator's Name Lana Daly

TxCDBG Contract No. 25-26 CDBG
 Date of Rating 9/10/24

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors	Max.Pts.	Score
1. Related Experience / Background with federally funded projects	10	10
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	5
4. Certified Administrator of TxCDBG Program by TDA	5	4
5. References from current/past clients	10	10
Subtotal, Experience	30	30

Work Performance

Factors	Max.Pts.	Score
1. Submits requests to client/TDA in a timely manner	5	4
2. Responds to client/TDA requests in a timely manner	5	5
3. Past client/TDA projects completed on schedule	5	5
4. Work product is consistently of high quality with low level of errors	5	5
5. Past client/TDA projects have low level of monitoring findings/concerns	5	5
6. Manages projects within budgetary constraints	5	5
Subtotal, Performance	30	30

Capacity to Perform

Factors	Max.Pts.	Score
1. Qualifications of Professional Administrators / Experience of Staff	5	5
2. Present and Projected Workloads	5	5
3. Quality of Proposal/Work Plan	5	5
4. Demonstrated understanding of scope of the TxCDBG Project	5	5
Subtotal, Capacity to Perform	20	20

Proposed Cost

Factors	Max.Pts.	Score
A = Lowest Proposal \$ <u>5786</u>	15	15
B = Bidder's Proposal \$ <u>10</u> <u>7,960</u>	15	15
A ÷ B X 20 equals Respondent's Score	20	20

TOTAL SCORE

Factors	Max.Pts.	Score
.. Experience	30	30
.. Work Performance	30	30
.. Capacity to Perform	20	20
.. Proposed Cost	20	15
Total Score	100	95

8/15/2024

Community Development

Block Grant

**Request for Proposals for
Professional Administrative Services**



August 15, 2024



Re: Proposed Funding for the 2025-2026 Texas Community Development Block Grant Fund Program (2025-2026 TxCDBG)

Dear Administrative Service Providers:

Attached is the City of Groves' Request for Proposals (RFP) for professional grant writing and administrative services. These services are being solicited to assist the City in its application and administration of a contract, if awarded, from the 2025-2026 Texas Community Development Block Grant Fund Program of the Texas Department of Agriculture (TDA).

The submission requirements for your proposal are included in the attached RFP. Respondents should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications as detailed in the submission requirements to:

Ms. Clarissa Thibodeaux, City Clerk
City of Groves
RFP for Professional CDBG Administrative Services
3947 Lincoln Avenue
Groves, TX 77619-4604

The deadline for submission of proposals is 2:00 p.m. Tuesday, September 3, 2024. It is the responsibility of the respondent to ensure that their proposal is received on time. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Groves reserves the right to negotiate with any and all service providers submitting timely proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Groves is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, Labor Surplus Area firms and any other applicable disadvantaged businesses including HUBs are encouraged to submit proposals.

Sincerely,

Clarissa Thibodeaux
City Secretary

RFP for Professional Administrative Services

The City of Groves (City) seeks a well-qualified and competent administration/management firm/consultant (Provider) to assist the City in preparing an application for and assist in the overall management of its proposed 2025-2026 TxCDBG Program through the Texas Department of Agriculture (TDA). The following outlines the RFP:

1. Scope of Work

The professional administration/management firm/consultant to be hired is to provide application and contract related management services to the City, including but not limited to the following areas:

- A. Application preparation assistance;
- B. Project management;
- C. Financial management;
- D. Environmental review;
- E. Real property acquisition/ URA;
- F. Construction management;
- G. Civil Rights/Fair Housing/Equal Opportunity;
- H. Housing rehabilitation/affordable housing (if applicable); and
- I. Audit/Contract close-out assistance.

Please specify actual tasks to be performed under each of these categories.

2. Statement of Qualifications

The City is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- A. Related experience in managing federally funded local public works construction projects;
- B. Related experience/background with specific project type;
- C. Certified administrator of TxCDBG Program by TDA; and
- D. Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM) www.Sam.gov .

In addition, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the City on this project if your firm is awarded this management services contract.

3. Proposed Cost of Services

Provide your cost proposal to accomplish the Scope of Work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the City of Groves will not use lowest/best bid as the sole basis for entering into this contract.

The lowest/best price proposal will not be used as the sole basis for entering into this contract; rather, an award will be made to the service provider(s) providing the best value, cost, and other factors considered. **The City reserves the right to negotiate pricing.**

If the cost of proposed professional administration services will exceed \$50,000, then profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.

4. Evaluation Criteria

The proposal received will be evaluated and ranked according to the following criteria using the rating sheet enclosed:

Criteria	Maximum Points
Experience of the Firm	30
Prior Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

5. Submission Requirements

The following items must be included in the respondent's submission:

- A. A copy of your current **certificate of insurance** for professional liability;
- B. **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services and a plan for mitigating the conflict(s). Note that the City may, in its sole discretion, determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable;
- C. **System for Award Management**. Service Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>). The Service Provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the Service Provider as well as its Principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date. This clearance information should be included in the Service Provider's Proposal. The clearance in the Service Provider's proposal must be re-verified prior to award;
- D. **Form CIQ**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response;
- E. **Certification Regarding Lobbying** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response;
- F. **Form 1295** (enclosed). Effective January 1, 2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at the time of the signed contract submission. Form 1295 is included in this RFP for your information and is not required

for submission of this RFP. Form 1295 requires the inclusion of an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form; and

- G. **Required Contract Provisions.** Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.

6. Affirmative Contracting

If the awarded vendor (prime) uses subcontractors, it **must** take all necessary affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used. The following affirmative steps are required of the prime contractor:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce; and
- F. The Prime Vendor should utilize the MBDA Center that is in the closest proximity to the locality which can be determined at <https://www.mbda.gov/mbda-programs/business-centers>. Email your RFP to the appropriate center. If your center cannot be reached by email, it is strongly recommended that the RFP be sent to the appropriate center via CERTIFIED MAIL, return receipt requested.

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Dallas MBDA Business Center
8828 N. Stemmons Freeway, Ste. 550B
Dallas, TX 75247
Ph.: (214) 920-2436
Website: <https://www.mbdadfw.com>
Email: admin1@mbdadallas.com

Houston MBDA Business Center
3100 Main Street, Ste. 701
Houston, TX 77002
Ph.: (713) 718-8974
Website: <https://www.mbda.gov/business-center/houston-mbda-business-center>
Email: MBDA@hccs.edu

El Paso MBDA Business Center
2401 East Missouri Avenue
El Paso, TX 79903
Ph.: (915) 351-6232
Website: <https://www.mbda.gov/business-center/el-paso-mbda-business-center>
Email: treed@ephcc.org

San Antonio MBDA Business Center
501 W. Cesar E. Chavez Blvd., Ste. 3.324B
San Antonio, TX 78207
Ph.: (210) 458-2480
Website: <https://www.mbda.gov/business-center/san-antonio-mbda-business-center>
Email: orestes.hubbard@utsa.edu

Small and woman-owned businesses may be eligible for assistance from SBA Women’s Business Centers:

Dallas Fort Worth WBC
7800 N. Stemmons Fwy., Ste. 120
Dallas, TX 75247
Ph.: (214) 572-9452
Website:
<https://womensbusinesscenterdfw.com/>
Email: wbcdfw@liftfund.com

WBEA – Women’s Business Center
9800 Northwest Freeway, Ste. 120
Houston, TX 77092
Ph.: (713) 681-9232
Website: <https://www.wbea-texas.org/womens-business-center>
Email: wbc@wbea-texas.org

LiftFund Women’s Business Center
600 Soledad St.
San Antonio, TX 78205
Ph.: (888) 215-2373 ext. 3000
Website:
<https://womensbusinesscentersa.com/>
Email: wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas:
<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>.

7. Deadline for Submission

Proposals must be received no later than 2:00 p.m. Tuesday, September 3, 2024. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Please submit four bound copies of your proposal, in addition to an electronic version in .pdf format on one flash drive, in a sealed envelope marked "**RFP for Professional CDBG Administrative Services**" inside an outer envelope addressed to the following:

Ms. Clarissa Thibodeaux, City Secretary
City of Groves
RFP for Professional CDBG Administrative Services
3947 Lincoln Avenue
Groves, TX 77619-4604

Any questions or requests for clarification must be submitted in writing via EMAIL to the address above at least three business days prior to the deadline. The City of Groves may, if appropriate, circulate the question and answer to all service providers submitting proposals.

Required RFP Forms as provided in the RFP must be submitted, or the proposal shall be considered non-responsive.

Sample Contract – Administration/Professional Services

DISCLAIMER: This sample draft document was developed for TxCDBG grant projects and does not include all applicable provisions. This document has important legal consequences. Please consult with your legal counsel with respect to its completion or modification to ensure that it is in compliance with any appropriate local, state and federal laws applicable.

1. Agreement

THIS AGREEMENT, entered into this _____ day of _____, 2024, by and between the City of Groves, hereinafter called the "City"/"County", acting herein by _____ hereunto duly authorized, and _____ hereinafter called "the Contractor", acting herein by _____.

WITNESSETH THAT:

WHEREAS, the City of Groves desires to [implement/construct/etc.] the following: _____ [describe project] under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program administered by the Texas Department of Agriculture; and Whereas the City desires to engage _____ to render certain [professional /administration] services in connection with this TxCDBG Project, Contract Number _____.

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services
The Contractor will perform the services set out in Part II, Scope of Services.
2. Time of Performance - The services of the Contractor shall commence on _____. In any event, all of the services required and performed hereunder shall be completed no later than _____.
3. Local Program Liaison - For purposes of this Contract, the City Manager or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Contractor. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.
4. Access to Records - The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Contractor which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to close out the City's TxCDBG contract with TDA.
5. Retention of Records - The Contractor shall retain all required records for three years after the City makes its final payment and all pending matters are closed.
6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$_____. Payment to the Contractor shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

7. Indemnification – The Contractor shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against any and all claims, costs, suits, and damages, including attorneys’ fees, arising out of the Contractor’s performance or nonperformance of the activities, services or subject matter called for in this agreement or in connection with the management and administration of the TxCDBG contract, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.
8. Miscellaneous Provisions
 - a. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Jefferson County, Texas.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.
9. Extent of Agreement
This Agreement, which includes Parts I-IV, [*and if applicable*, including the following exhibits/attachments: represents the entire and integrated agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City and Contractor.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY: _____
(Local City Official)

(Printed Name)

(Title)

BY: _____
(Contractor’s Authorized Representative)

(Printed Name)

(Title)

2. Scope of Services

The Contractor shall provide the following scope of services: (*choose contracted services*):

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the City personnel on implementation of project and regulatory matters.
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.
5. Furnish City with necessary forms and procedures required for implementation of project.
6. Assist the City in meeting all special condition requirements that may be stipulated in the contract between the City and TDA.
7. Prepare and submit to TDA documentation necessary for amending the TxCDBG contract.
8. Conduct re-assessment of environmental clearance for any program amendments.
9. Prepare and submit quarterly reports (progress and minority hiring).
10. Prepare Financial Information Report or City.
11. Establish procedures to document expenditures associated with local administration of the project.
12. Provide guidance and assistance to City regarding acquisition of property:
 - Submit required reports concerning acquisition activities to TDA;
 - Establish a separate acquisition file for each parcel of real property acquired;
 - Determine necessary method(s) for acquiring real property;
 - Prepare correspondence to the property owners for the City's signature to acquire the property or to secure an easement; and
 - Assist the City in negotiation with property owner(s).
13. Maintain TxCDBG Property Management register for any property/equipment purchased or leased.
14. Serve as liaison for the City during any monitoring visit by staff representatives from either TDA or the U.S. Department of Housing and Urban Development (HUD).

B. Financial Management

1. Assist the City in proving its ability to manage the grant funds to the state's audit division.
2. Assist the City in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals, and ledgers.
3. Assist the City in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
4. Prepare all fund drawdowns on behalf of the City in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.
6. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.
7. Assist the City in establishing procedures to handle the use of any TxCDBG program income.

C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Prepare Request for Release of Funds and certifications to be sent to TDA.

D. Acquisition

1. Prepare required acquisition reports(s).
2. Obtain documentation of ownership for City-owned property and/or Right of Way (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist City in negotiations with property owner(s).
7. Prepare required acquisition reports and submit to TDA.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
 - Assist City in determining whether and/or what TxCDBG contract activities will be carried out in whole or in part via force account labor.
 - Assist City in determining whether it will be necessary to hire temporary employees to specifically carry out TxCDBG contract activities.
 - Assist City in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist City in documenting compliance with all federal and state requirements related to equal employment opportunity.
3. Assist City in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.
5. Request wage rates from TDA.
6. Provide sample TxCDBG contract documents to engineer.
7. Advertise for bids.
8. Make ten-day call to TDA.
9. Verify construction contractor eligibility with TDA.
10. Review construction contract.
11. Conduct pre-construction conference and prepare minutes.
12. Submit any reports of additional classification and rates to TDA.
13. Issue Notice of Start of Construction to TDA.
14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
15. Process change orders approved by City and the project engineer and submit to TDA prior to execution with the construction contractor.

16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.
17. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the City in developing, implementing, and documenting new activities to affirmatively further fair housing during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
4. Assist with Section 3 requirements per 24 CFR Part 135.
5. Prepare all Section 504 requirements per 24 CFR Part 8.
6. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
7. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
8. Ensure the adequate publication of required notices.

G. Relocation

1. Prepare and submit local relocation guidelines to TDA for approval.
2. Assist City in identifying individuals to be relocated and prepare appropriate notices.
3. Interview relocatees and identify assistance needs.
4. Maintain a relocation record for each individual/family.
5. Provide education/assistance to relocatees.
6. Inventory local available housing resources and maintain a referral list.
7. Issue appropriate notices to relocatees.
8. Ensure that all payments are made in a timely manner.

H. Rehabilitation of Private Property

1. Prepare and submit local rehabilitation guidelines to TDA for approval.
2. Assist City in establishing escrow account and obtaining TDA approval.
3. Develop outreach and necessary application processing/verification forms.
4. Screen applicants.
5. Prepare work write-ups and cost estimates.
6. Issue Notice to Proceed to construction contractor(s).
7. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
8. Maintain client files following TDA requirements.

I. Audit / Close-out Procedures

1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
2. Assist City in resolving any monitoring and audit findings.
3. Assist City in resolving any third-party claims.
4. Provide auditor with TxCDBG audit guidelines.

3. Payment Schedule

City shall reimburse (Contractor) for management/administrative services provided for completion of the following project milestones per the following percentages of the maximum contract amount:

Milestone / Task	% of Contract Fee
• Establishment of Recordkeeping System	5%
• Completion of Environmental/Special Conditions Clearance	15%
• Completion of all Acquisition Activities	10%
• Completion of the Bid/Contract Award Process	15%
• Labor Standards Compliance/Completion of Construction	15%
• Comply with EEO / Fair Housing Requirements	10%
• Program and Financial Management	20%
• Filing of all Required Close-out Information	10%
Total	100%

NOTE: Percentages of payment listed here are guidelines based on management services typically provided. The payment schedule should be tied directly to the actual Scope of Work identified in Part II - Administrative Scope of Services. Localities may also opt to reimburse Professional Services Contracts on an hourly basis.

4. Terms and Conditions

1. Termination for Cause. If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of contract by the Contractor, and the City may set-off the damages it incurred as a result of the Contractor’s breach of contract from any amounts it might otherwise owe the Contractor.

2. Termination for Convenience of the City.

City may at any time and for any reason terminate Contractor's services and work at City's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, and supplies in connection with the performance of this Agreement.

[Parties should include the manner by which such termination will be effectuated and the basis for settlement or any other terms and conditions concerning payment upon such termination.]

3. Changes. The City may, from time to time, request changes in the services the Contractor will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. *[This section may also provide for the qualifications of the mediator(s), the locale of meetings, timelimits, or any other item of concern to the parties.]* If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.
5. Personnel.
 - a. The Contractor represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
 - b. All of the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
 - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject

to each provision of this Agreement.

6. Assignability. The Contractor shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto; Provided, however, that claims for money by the Contractor from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.
7. Reports and Information. The Contractor, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.
8. Records and Audits. The Contractor shall insure that the City maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. City shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Contractor under this contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City.
10. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Contractor.
11. Compliance with Local Laws. The Contractor shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Contractor shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
12. Conflicts of Interest.
 - a. Governing Body. No member of the governing body of the City and no other officer, employee, or agent of the City, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of the TxCDBG award between TDA and the City shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.

- b. Other Local Public Officials. No other public official who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering, or implementation of the TxCDBG award between TDA and the City shall have any personal financial interest, direct or indirect, in the Contractor or this Agreement; and the Contractor shall take appropriate steps to assure compliance.
 - c. Contractor and Employees. The Contractor warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the City or this Agreement. The Contractor further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the City or in any business, entity, organization or person that may benefit from the award. The Contractor further agrees that it will not employ an individual with a conflict of interest as described herein.
13. Debarment and Suspension (Executive Orders 12549 and 12689). The Contractor certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor. The Contractor understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension.”

Federal Civil Rights Compliance.

14. Equal Opportunity Clause (applicable to federally assisted construction contracts and subcontracts over \$10,000).

During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive

considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- c. The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraph (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as result of such direction by the administering agency the

Contractor may request the United States to enter into such litigation to protect the interests of the United States.

15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
16. Section 109 of the Housing and Community Development Act of 1974. The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. Section 504 Rehabilitation Act of 1973, as amended. The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
18. Age Discrimination Act of 1975. The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
19. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.
 - a. The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
 - c. The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

- d. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.
- e. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

PRICE: \$ _____

Administrative Services Rating Sheet - TxCDBG

Grant Recipient _____

TxCDBG Contract No. _____

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	_____
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	_____
4. Certified Administrator of TxCDBG Program by TDA	5	_____
5. References from current/past clients	10	_____
Subtotal, Experience	30	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	_____
2. Responds to client/TDA requests in a timely manner	5	_____
3. Past client/TDA projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/TDA projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Proposal/Work Plan	5	_____
4. Demonstrated understanding of scope of the TxCDBG Project	5	_____
Subtotal, Capacity to Perform	20	_____

Proposed Cost

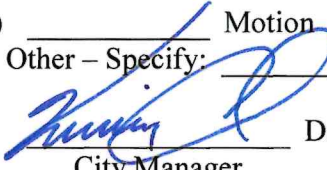
<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ _____		
B = Bidder's Proposal \$ _____		
A ÷ B X 20 equals Respondent's Score	20	_____

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
.. Experience	30	_____
.. Work Performance	30	_____
.. Capacity to Perform	20	_____
.. Proposed Cost	20	_____
Total Score	100	_____

Insert Certificate of Insurance

City of Groves
Agenda Item Information Form

Council Meeting Date: <u>9/23/24</u> Department: <u>City Manager</u> Agenda Item No. <u>13</u>		
Title for Item (same as to be placed on Agenda): <u>Deliberate and act on awarding the bid for the ARPA Wastewater Treatment Plant Improvements Project, including the replacement of the mechanical bar screen and grit classifier and authorizing the City Manager to negotiate and execute all necessary documents.</u>		
Party(ies) requesting placement of this item on the agenda: <u>Kevin Carruth, City Manager</u>		
Submitted to City Manager's Office on: Date: <u>9/19/2024</u> Time: <u>2:42 p.m.</u> By: <u>K. Carruth</u>		
Explanation of Item: <u>See accompanying memo.</u>		
Deadline for Approval: <u>10/10/24</u>		
Staff Recommendation: <u>Staff recommends the Council award the base bid to replace the mechanical bar screen and grit classifier and all three alternates to Allco, Inc., in the amount of \$947,500.00, and authorizing the City Manager to negotiate and execute all necessary documents, as presented.</u>		
Alternative (if any) for consideration: <u>Reject all bids and re-advertise.</u>		
Identify any attachments to this document: <u>City Manager's 9/19/24 memo; Advertisement for bids; Soutex 9/16/24 letter; and bid tabulation.</u>		
Specific Council Action Requested: None (Information item only) _____ Motion <u>X</u>		
Ordinance – Number _____ Resolution – Number _____ Other – Specify: _____		
Signed: _____ Department Head	Date: _____	Approved:  City Manager
Date: <u>09/19/24</u>		
FUNDING (IF APPLICABLE)		
Are sufficient funds specifically designated and currently available for this purpose? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
If yes, specify account no. _____ If no, explain and identify intended funding source: _____		
PAYMENT REQUEST		
Amount of requested payment \$ <u>N/A</u> 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: <input type="checkbox"/> NOT APPROVED: <input type="checkbox"/> Any follow-up action required? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, explain _____		

MEMORANDUM

To: Mayor and City Council

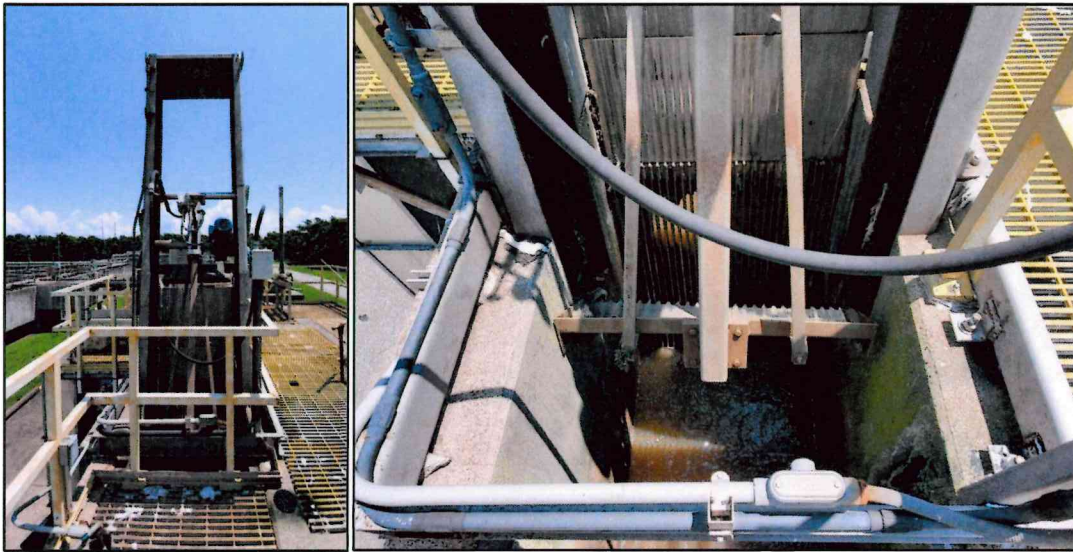
From: City Manager Kevin Carruth *KC*

Date: September 19, 2024

Re: ARPA Wastewater Treatment Plant Improvements Project



The City advertised in The Examiner on 8/25/24 and 9/01/24 soliciting bids to replace the mechanical bar screen and grit classifier at the headworks of the wastewater treatment plant (see pictures below). There were also three alternate bids to replace the handrails, replace the grating, and improve the manual bar screen by adding additional bars.



Bids were received on September 11, 2024, from Allco, Inc. and MK Constructors, with Allco having the apparent low bid. Soutex Engineering reviewed both bids for completeness and accuracy and determined both bids to be responsive. Allco is the low bidder at \$947,500.00 which includes the base bid and all three alternate bids. Allco's bid is within the budgeted amount.

Please see the accompanying letter from Soutex Engineers and bid tabulation for additional information.

ADVERTISEMENT FOR BIDS

Sealed proposals addressed to the City of Groves, Jefferson County, 3947 Lincoln Ave, Groves, Texas 77619; will be received at the City of Groves, City Hall; for furnishing all necessary materials, equipment, superintendence, and labor for the construction of the **Wastewater Treatment Plant Improvements Project**
Replace Mechanical Bar Screen and Grit Classifier

Bids will be received until 2:00 PM September 11, 2024, at the City Secretary's Office, at which time and place all bids will be publicly opened and read aloud. Any bids received after closing time will be returned unopened.

The right is reserved by the City of Groves, as its interest may require, to accept or reject any or all bids, and to waive any informality in the bids received.

There will be a Non-Mandatory pre-bid conference with the Engineer, Owner, and Prospective Bidders at 10:00, September 4, 2024 at the City of Groves, City Hall Council Chambers, 3947 Lincoln Ave, Groves, Texas 77651.

The Contract Documents, including the Plans and Specifications, are on file and may be examined at the office of Soutex Surveyors and Engineers, 3737 Doctors Drive, Port Arthur, Texas 77642. Copies may be secured from Soutex Surveyors & Engineers for a non-refundable payment of \$50.00. Plans and Specifications are also available on CivCast.

Bid Security, only in the form of: 1) a certified or cashier's check drawn on a Texas bank and made payable to the City of Groves; or 2) a bond executed by a surety company authorized to do business in Texas, in the amount of not less than five (5%) percent of the total bid, must accompany each bid at the time it is submitted. Bids must be submitted on the form shown in the Contract Documents. A Contractor Qualification Statement must also accompany each bid.

Bids may be held by the City of Groves for a period not to exceed 60 days from the date of the bid opening for the purpose of reviewing the bids and investigating the bidder's qualifications prior to the contract award.


Upon award, the successful bidder will be required to furnish payment bond and a performance bond if the bid is over \$100,000.

THE CITY OF GROVES

Ms. Clarissa Thibodeaux, City Clerk

First Publication – August 25, 2024

Second Publication – September 1, 2024



TBPE Firm No. F-5755
TBPLS Firm No. 10123800
LA EF.0005711
3737 Doctors Drive
Port Arthur, Texas 77642
Office (409) 983.2004
Fax (409) 983.2005

September 16, 2024

City of Groves
3947 Lincoln Avenue
Groves, Texas 77619

Attention: Mr. Kevin Carruth

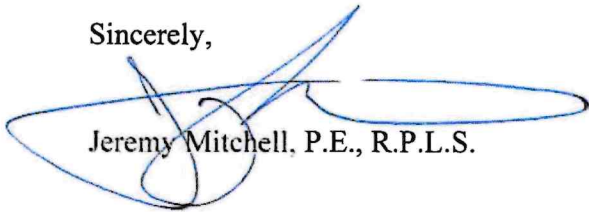
Re: Award of Contract for Wastewater Treatment Plant Improvements

Dear Mr. Carruth:

Two bids were received on September 11, 2024 for the ARPA Project to Replace Mechanical Bar Screen and Grit Classifier. Both bids were responsive and from responsible bidders. The low bid was submitted by Allco, Inc. from Beaumont, Texas in the amount of 947,500.00 for the Base Bid and all three Alternate Bids. This amount is within budget and the funds available for the work. Soutex Surveyors and Engineers has worked successfully with Allco, Inc. on several projects in the past. We recommend the City of Groves award the contract for Replace Mechanical Bar Screen and Grit Classifier the base bid and all three alternates to Allco, Inc. in the amount of their bid, \$947,500.00.

Should you have questions or require additional information, please contact me.

Sincerely,



Jeremy Mitchell, P.E., R.P.L.S.



Wastewater Treatment Plant Improvements
 Replace Mechanical Bar Screen and Grit Classifier
 Bid Opening: TBD Groves City Hall - 3947 Lincoln Ave.



3737 Doctors Drive, Port Arthur, TX
 TX Eng. Firm No. 5755 Project No. 23-0445

(BASE BID ITEMS)			ALLCO, LLC		MK CONSTRUCTORS	
Item	Description	Estimated Quantity Unit	Unit Price	Amount Bid	Unit Price	Amount Bid
1	Mobilization (limit to 5% of Base Bid)	1 LS	\$ 36,300.00	\$ 36,300.00	\$ 48,000.00	\$ 48,000.00
4	Remove existing equipment including existing power and control conduit to allow replacement, complete in place:	1 LS	\$ 48,200.00	\$ 48,200.00	\$ 29,963.00	\$ 29,963.00
5	Supply and install new perforated plate screen complete with all needed water, power, controls, and instrumentation, complete in place:	1 LS	\$ 388,700.00	\$ 388,700.00	\$ 314,052.00	\$ 314,052.00
6	Supply and install new shaftless auger conveyor for the new screen complete with all needed water, power, controls, and instrumentation, complete in place:	1 LS	\$ 141,000.00	\$ 141,000.00	\$ 293,000.00	\$ 293,000.00
7	Supply and install new grit cyclone and grit classifier conveyor complete with all needed water, power, controls, and instrumentation, complete in place:	1 LS	\$ 230,800.00	\$ 230,800.00	\$ 175,064.00	\$ 175,064.00
8	Remove existing conveyor support platform and replace with new platform fabricated for new screening conveyor, complete in place:	1 LS	\$ 30,000.00	\$ 30,000.00	\$ 47,842.00	\$ 47,842.00
TOTAL BASE BID				\$ 875,000.00		\$ 907,921.00
ADDITIVE ALTERNATE BID ITEM #1			ALLCO, LLC		MK CONSTRUCTORS	
1A	Replace all fiberglass handrail on the bar screen and grit structures with Aluminum Pipe Railings Meeting Specification Item 05 52 00 with Toe Plate. Approximately 220 LF of Handrail, complete in place:	1 LS	\$ 21,000.00	\$ 21,000.00	\$ 24,496.00	\$ 24,496.00
TOTAL ALTERNATE #1 BID				\$ 21,000.00		\$ 24,496.00
ADDITIVE ALTERNATE BID ITEM #2			ALLCO, LLC		MK CONSTRUCTORS	
2A	Replace all fiberglass grating on the bar screen and grit structures with including the steps between the structures with grating equivalent to existing High Load Molded Fiberglass Grating by American Grating 1 1/2" deep x 1" x 2". Clips to be installed as directed by the Engineer. Approximately 390 SF of Grating, complete in place:	1 LS	\$ 33,000.00	\$ 33,000.00	\$ 36,999.00	\$ 36,999.00

ADDITIVE ALTERNATE BID ITEM #3	ALLCO, LLC	MK CONSTRUCTORS
<p>3A Improve Existing Manual Bar Screen by adding additional bars to reduce bar spacing to approximately 1/2 existing spacing on lower 4 feet of bar screen. Use same material as existing screen construction for modifications. Contractor may at their option fabricate new screen and install in lieu of modifying existing screen. New Perforated Plate Screen must be in operation prior to the work being performed, complete in place:</p>	<p>1 LS \$ 18,500.00 \$ 18,500.00 \$ 28,024.00 \$ 28,024.00</p>	<p>\$ 28,024.00 \$ 28,024.00</p>
TOTAL ALTERNATE #3 BID	\$ 18,500.00	\$ 28,024.00

TOTAL PROJECT BID PRICE

ALLCO, LLC	MK CONSTRUCTORS
TOTAL BASE BID:	\$ 907,921.00
TOTAL ALTERNATE BID #1:	\$ 24,496.00
TOTAL ALTERNATE BID #2:	\$ 36,999.00
TOTAL ALTERNATE BID #3:	\$ 28,024.00

TOTAL AMOUNT BID: BASE PLUS ALL ALTERNATE BIDS:	\$ 997,440.00
---	---------------

ALLCO, LLC	MK CONSTRUCTORS
270	270
300	270
315	270
330	270

- Base Bid (Calendar Days)
- Base Bid with Alternate Bid #1 (Calendar Days)
- Base Bid with Alternate Bid #2 (Calendar Days)
- Base Bid with Alternate Bid #3 (Calendar Days)

I, Jeremy Mitchell, P.E., T.P.L.S., hereby certify that this is a true and correct representation of the bids received at the City of Groves, Texas, City Hall at 2:00 p.m. on September 11, 2024.



9/16/24
Firm No. 5755
 Jeremy Mitchell, P.E., R.P.L.S.

Engineering Firm No. 5755

City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/2024 Department: City Manager Agenda Item No. 14

Title for Item (same as to be placed on Agenda): Deliberate and act on request by Burrito Bar and Tortilla Factory for preliminary approval of an alcohol sales permit application.

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

Submitted to City Manager's Office on: Date: 9/18/24 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: See memo.

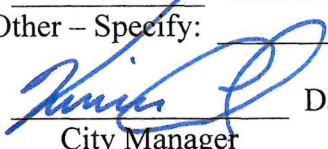
Deadline for Approval: _____

Staff Recommendation: Staff recommends that City Council grant preliminary approval of the alcohol sales permit application by the Burrito Bar Tortilla Factory contingent upon the City's receipt of a metes and bounds description of the area where beer and wine will be sold and consumed and the passage of an appropriate ordinance amending Section 4-6 of the Groves Code of Ordinances, as presented.

Alternative (if any) for consideration: 1) Deny request; 2) table consideration until the metes and bounds survey is completed.

Identify any attachments to this document: City Manager memo, letter from Ms. Cravens, aerial map, TABC application, and emails from City Staff.

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

Signed: _____ Date: _____ Approved:  Date: 09/19/24
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: City Manager Kevin Carruth *KC*

Date: September 18, 2024

Re: Alcohol Permit Application for Proposed Burrito Bar

As detailed in the accompanying letter and TABC license application, Ms. Elizabeth Cravens proposes opening a restaurant in Suite F of her strip center at 3814 Main Avenue (see aerial map). Section 4-6 of the Groves Code of Ordinances describes by metes and bounds exactly where beer and wine are permitted for consumption on premises. Before the Burrito Bar and Tortilla Factory goes through the expense of a land survey to provide the City with the metes and bounds to include in an ordinance amending Section 4-6, Ms. Cravens is seeking preliminary approval from the City first.

City staff have reviewed the Burrito Bar's request and have determined that it meets all of the requirements of Chapter 4 of the Code of Ordinances, *sans* the metes and bounds description of the property. It is outside the prescribed buffer zone of churches, public hospitals, and public schools. Emails from the Building Inspector, Drafting Technician, and Interim City Marshal showing their approval accompany this email.

It is staff's recommendation that City Council grant preliminary approval of the alcohol sales permit application by the Burrito Bar Tortilla Factory contingent upon the City's receipt of a metes and bounds description of the area where beer and wine will be sold and consumed and the passage of an appropriate ordinance amending Section 4-6 of the Groves Code of Ordinances.



3814 Main Avenue, Suite F
Groves, TX 77619
P: 409.962.3600

To: Groves City Council Members
Date: September 10, 2024

RE: Request for Approval Process for New Businesses Seeking Alcohol Consumption Permits

I am writing to formally request your approval for my new business, The Burrito Bar, to obtain an Alcohol Consumption Permit. This permit is essential for us to serve alcohol on our premises and enhance the overall experience we offer to our customers.

The Burrito Bar is a restaurant located at 3814 Main Ave., Suite F, Groves, TX 77619. Our establishment aims to provide a unique atmosphere where patrons can enjoy high-quality food and beverages. We believe that offering alcoholic beverages will not only complement our menu but also attract a wider customer base.

The purpose of this request is to seek your approval for the necessary Alcohol Consumption Permit. This permit is crucial for us to operate legally and responsibly within the community. We understand the importance of adhering to local regulations regarding alcohol service and are committed to ensuring compliance with all relevant laws.

We have taken proactive steps to ensure that our business aligns with all local and state regulations concerning alcohol consumption. This includes:

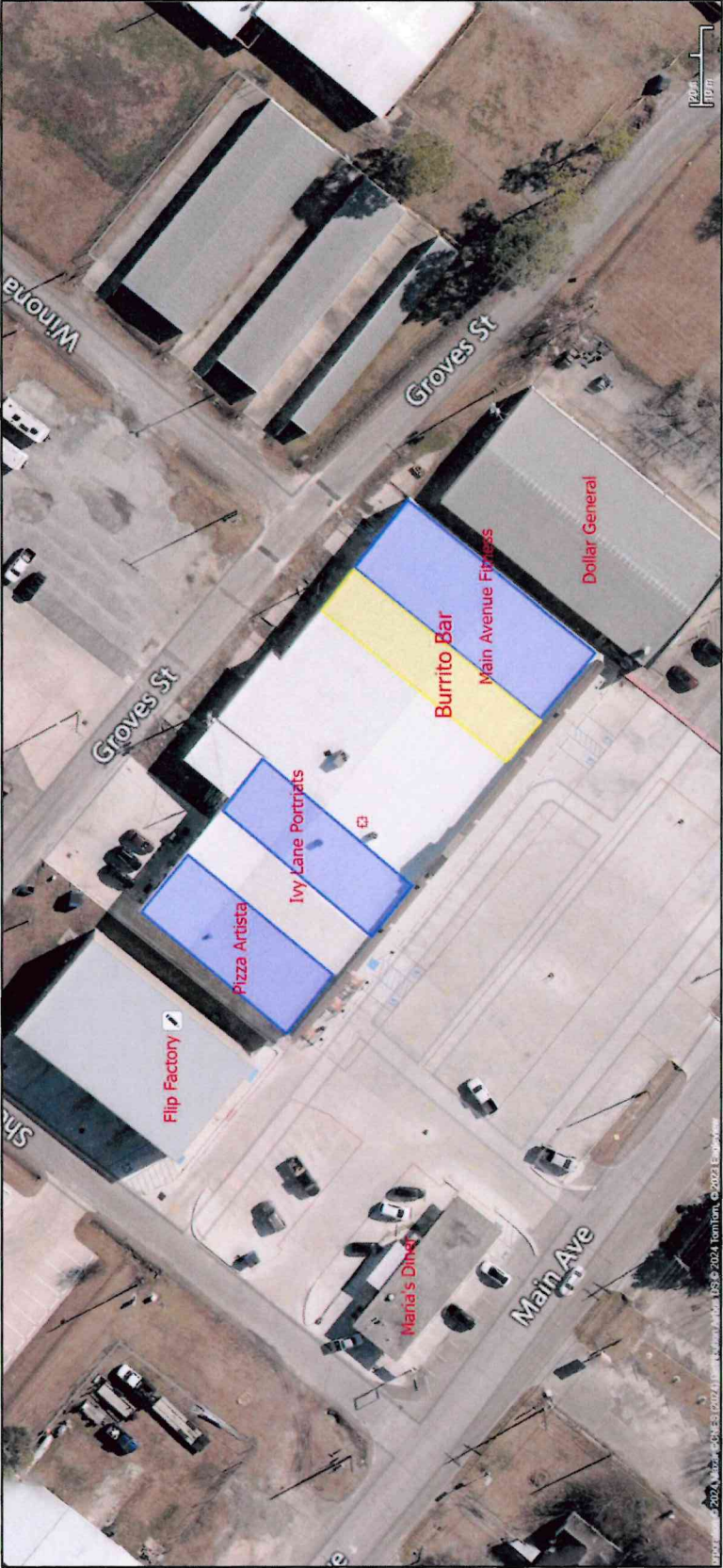
1. **Staff Training:** All staff members will undergo training in responsible alcohol service practices and obtain any state required certification/license.
2. **Safety Measures:** We will implement measures to prevent underage drinking and over-serving.
3. **Community Engagement:** We aim to engage with the community positively, promoting responsible drinking habits.

In conclusion, we respectfully request your approval for our Alcohol Consumption Permit application. We are excited about the opportunity to serve our community and contribute positively through our offerings. Thank you for considering our request, and I look forward to your favorable response.

Kindest Regards,

Elizabeth Cravens
Owner
The Burrito Bar
P: 731-298-6060
E: elizabeth@m-ac.us

Burrito Bar – 3814 Main Avenue, Suite F





Document reference ID : 369903

Licensing Application Summary

You must review your application and confirm that the information displayed here is correct. Select **Review and Confirm** to continue and make the payment. If the information is not correct, select **Next** to return to the application, edit the data as needed and finalize the submission. If you need to store the application packet for your records, select **Download**.

Application ID: 369903

Applicant Name: The Burrito Bar, LLC

License Type applied for: Mixed Beverage Permit (MB)

Entity Information

Business Structure: Limited liability company

FEIN/SSN Number: 881685640

Member Managed or Manager Managed: Manager Managed

Historically Underutilized Business: No

Veteran-owned business: No

Fraternal Owned: No

Secretary of State Filing Number: 804498861

Date Filed: 3/30/2022

Filing State: TX

Primary Business Entity Contact Information

Legal First Name: Elizabeth

Legal Middle Name: Cravens

Email Address: doccontrol@m-ac.us

Phone Number: 731-298-6060

Initial Application Information

Authority Type: I am a principal or authorized user with binding authority
Prefix: Ms
Legal First Name: Elizabeth
Legal Middle Name: NMN
Legal Last Name: Cravens
Email Address: doccontrol@m-ac.us
Phone Number: 409-962-3600

Principal Parties

Principal Parent Entity	Principal Party	Role	Ownership %
The Burrito Bar, LLC	Elizabeth Cravens	Manager and/or Officer	100

Basic Business information

Business/Trade Name: The Burrito Bar
Business Type Restaurant

Location's Phone Numbers

Business Phone Number 409-962-3600
Alternate Phone Number 409-962-3600

Location Address

Address: 3814 Main Ave, Suite F, GROVES, TX, United States, Jefferson 77619

Is your location within city limits? Yes

Mailing Address Information

Address: 3900 E Parkway St, GROVES, TX, United States, Jefferson 77619

Measurement Information

Measuring from the public entrance of your location along street lines and directly across intersections, will your location be within 1,000 feet of the nearest property line of a public or private school? No

Is a residential address or established neighborhood association located within 300 feet of any property line of your premises? Yes

Sixty Day Sign Requirements

Posted the 60 day sign: Yes

Date Posted: 5/22/2024

Projected Sales Information

Sales Year: 2024

Alcohol Sale: \$28,000.00

Food Sales: \$145,000.00

Other Sales: \$20,000.00

Total Sales: \$193,000.00

Property Ownership

Do you, the applicant, own the land, building, and/or warehouse at this proposed licensed location? No

Are you operating under? Lease

Franchise Agreement

Do you or anyone else at the location operate under a franchise agreement? No

Are there any agreements, exclusive of a franchise agreement, which involve alcohol in any way? No

Shared premise information

Do you share the premises with another business entity?

No

Property Ownership Details

Property Type	Property Ownership Type	Entity Name
Land and Building	Owner	KODE Properties, LLC

Clarissa Thibodeaux

From: Clarissa Thibodeaux
Sent: Wednesday, September 18, 2024 10:20 AM
To: Clarissa Thibodeaux
Subject: FW: Liquor License Request

Clarissa Thibodeaux
City Clerk
Groves, Texas 77619
(409) 960-5773
CThibodeaux@cigrovestx.com



ATTENTION ELECTED OFFICIALS: A "Reply to All" on this e-mail could lead to violations of the Open Meetings Act. Please reply only to sender.

From: Hannah Goode <HGoode@cigrovestx.com>
Sent: Wednesday, September 11, 2024 10:18 AM
To: Clarissa Thibodeaux <CThibodeaux@cigrovestx.com>
Subject: FW: Liquor License Request

From: Don Pedraza <DPedraza@cigrovestx.com>
Sent: Wednesday, September 4, 2024 3:29 PM
To: Hannah Goode <HGoode@cigrovestx.com>
Subject: RE: Liquor License Request

I do not.

From: Hannah Goode <HGoode@cigrovestx.com>
Sent: Wednesday, September 4, 2024 10:49 AM
To: Chris Robin <CRobin@cigrovestx.com>; Troy Foxworth <TFoxworth@cigrovestx.com>; Don Pedraza <DPedraza@cigrovestx.com>; Darren Racca <DRacca@cigrovestx.com>; Tony Phillips <TPhillips@cigrovestx.com>
Cc: Clarissa Thibodeaux <CThibodeaux@cigrovestx.com>
Subject: Liquor License Request

Good morning,

the contents of this message to anyone. Further, the integrity and security of this email cannot be guaranteed over the Internet. Therefore, the sender will not be held liable for any damage caused by the message.

From: Darren Racca <DRacca@cigrovestx.com>
Sent: Thursday, September 12, 2024 6:46 AM
To: Hannah Goode <HGoode@cigrovestx.com>
Subject: RE: Liquor License Request

Hey Hannah,

I checked the location for the Burrito Bar at 3814 Main Avenue and I don't see any problems with the request for a mixed beverage permit. As far as I can see it meets the city's ordinance requirements for its location in relation to any church, school or hospital.

Darren Racca
Drafting Technician
Groves Public Works Dept.

From: Hannah Goode <HGoode@cigrovestx.com>
Sent: Wednesday, September 4, 2024 10:49 AM
To: Chris Robin <CRobin@cigrovestx.com>; Troy Foxworth <TFoxworth@cigrovestx.com>; Don Pedraza <DPedraza@cigrovestx.com>; Darren Racca <DRacca@cigrovestx.com>; Tony Phillips <TPhillips@cigrovestx.com>
Cc: Clarissa Thibodeaux <CThibodeaux@cigrovestx.com>
Subject: Liquor License Request

Good morning,

The Burrito Bar is requesting to have a mixed beverage permit for their business opening at 3814 Main Ave, Ste E. Are there any objections to granting this permit for their location before we sign off on their paperwork?

Best wishes,

Hannah Goode
Payroll Administrator/ Deputy City Clerk
Office: (409)960-5779
Internal Phone: 6005 or 6105
City of Groves- City Hall
3947 Lincoln Avenue, Groves, TX 77619



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the contents of this message to anyone. Further, the integrity and security of this email cannot be guaranteed over the Internet. Therefore, the sender will not be held liable for any damage caused by the message.

From: Chris Robin <CRobin@cigrovestx.com>
Sent: Thursday, September 12, 2024 1:44 PM
To: Hannah Goode <HGoode@cigrovestx.com>
Subject: Re: Liquor License Request

Hey Hannah,

My apologies for the delay. I spoke with Mr. Carruth about this matter last week but forgot to send my recommendation. I have no objections at this time.

Interim City Marshal Christopher Robin

Groves Police Department

4201 Main Ave

Groves, TX 77619

409-962-0244 - Main

409-960-5742 - Office

409-960-5747 - Fax



This communication and any documents, files, or previous email messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws. If you have received this message in error, please delete and destroy all copies of the original message.

Sec. 4-1. - Definitions.

For the purposes of this chapter, all definitions of words, terms, and phrases as set forth in the Texas Liquor Control Act are hereby adopted and made a part hereof.

(Ord. No. 325, § 1, 12-18-61)

Sec. 4-2. - Permit to manufacture, sell, distribute, etc.

No person shall manufacture, sell, distribute, or store any intoxicating liquor, malt liquor or other alcoholic beverage, or engage in any other activity with relation to the same for which a permit is required by the Texas Liquor Control Act, within the city, without first obtaining a license so to do from the city. The fee for such license shall be an amount equal to one-half (½) the permit or license fee charged by the state under the Texas Liquor Control Act.

State Law reference— Permit and license fees authorized, Alcoholic Beverage Code, §§ 11.38, 61.36.

Sec. 4-3. - Prerequisites to issuance of permit.

No permit required under the terms of this chapter shall be issued to any person until he shows that he holds a state permit for the particular phase of the liquor traffic in which he desires to engage in the city and until the fee required by said city for such permit has been paid to the city.

Sec. 4-4. - Duration of permit.

All permits issued under the terms of this chapter shall expire at the time shown in the state permit presented by the applicant. If the permit sought is issued for a period of time less than one year, only a proportionate part of the annual fee shall be exacted and collected; provided, however, a fractional part of any month shall be counted as one month in calculating the fee which is to be paid.

Sec. 4-5. - Sales near public school, church or public hospital.

- (a) The city council of the City of Groves hereby adopts regulations applicable in the city for the sale of alcoholic beverages by a dealer whose place of business is within three hundred (300) feet of a church, public school or public hospital.
- (b) The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in a direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public school shall be from the nearest property line of the public school to the nearest doorway by which the public may enter the place of business, along street lines and in a direct line across intersections. For any permit or license covering a premise where minors are prohibited from entering the premises under Section 109.53 of the Texas Alcoholic Beverage Code, the measurement of the distance between the premises and a public school shall be along the property lines of the street fronts and from front door to front door, and in a direct line across intersections.
- (c) Every applicant for an original alcoholic beverage license or permit for a location with a door by which the public may enter the place of business of the applicant that is within one thousand (1,000) feet of the nearest property line of a public school, measured along street lines and directly across intersections, must give written notice of the application to officials of the public school before filing the application with the commission. A copy of the notice must be submitted to the commission with the application. This subsection (c) does not apply to a permit or license covering a premise where minors are prohibited from entering the premises under Section 109.53 of the Texas Alcoholic Beverage Code.
- (d) As to any dealer who held a license or permit on September 1, 1983, in a location where a regulation under this section was in effect on that date, for purposes of subsection (a), but not subsection (c), of this section, the measurement of the distance between the place of business of the dealer and a public school shall be along the property lines of the street fronts and from front door to front door, and in a direct line across intersections. This subsection applies only as long as the place of business is continuously in operation from that date, whether or not under the same license or permit.
- (e) The city council may also allow variances to the regulation if it determines that enforcement of the regulation in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on an applicant for a license or permit, does not serve its intended purpose, is not effective or necessary, or for any other reason the city council, after consideration of the health, safety and welfare of the public and the equities of the situation, determines is in the best interest of the community.

(Ord. No. 313, § 1, 4-19-65; Ord. No. 87-06, § 1, 3-9-87; Ord. No. 90-08, § 1, 8-6-90)

State Law reference— Authority to restrict location of sale, Alcoholic Beverage Code, § 109.33.

Sec. 4-7. - Hours for sale of beer and wine.

- (a) It shall be unlawful for any person to sell beer, or offer the same for sale, for on-premises consumption:
 - (1) On Sunday at any time between the hours of 1:00 a.m. and 7:00 a.m. on Monday following.
 - (2) On any day except Sunday at any time between the hours of 12:00 midnight and 7:00 a.m.
- (b) Provided however that the provisions of the Texas Alcoholic Beverage Code providing that the holder of a retail dealer's on-premises late hours license allowing extended hours and Sunday sales of beer and wine for on-premises consumption in public places until 2:00 a.m. are hereby adopted by the city. The penalty for violation of this subsection shall be the same as provided by state law.
- (c) The sale of beer shall be allowed for off-premises consumption on Sunday between the hours of 12:00 noon and 12:00 midnight by the holder of a retail dealer's off-premises license.

(Ord. No. 235, § 2, 12-18-61; Ord. No. 556, § 1, 11-18-74; Ord. No. 582, § 2, 12-16-75; Ord. No. 585, § 2, 1-26-76; Ord. No. 84-23, §§ 1, 3, 12-17-84)

State Law reference— Authority of city to regulate hours of beer sales, V.T.C.A. Alcoholic Beverage Code, § 109.32(a)(2).

Sec. 4-8. - Hours of consumption—Generally.

It shall be unlawful for any person to consume any alcoholic beverage in any public place, or for any person to possess any alcoholic beverage in any public place for the purpose of consuming the same in such public place, at any time on Sunday between the hours of 1:15 a.m. and 7:00 a.m. the following Monday morning, and on all other days at any time between the hours of 12:15 a.m. and 7:00 a.m.; provided, however, that hours of consumption of beer and wine shall be subject to the time limitations set out in section 105.06(c) of the state Alcoholic Beverage Code. Any person violating the provisions of this section shall be deemed guilty of a misdemeanor and shall be punished by a fine of not exceeding fifty dollars (\$50.00).

(Ord. No. 87-06, § 2, 3-9-87)

State Law reference— Similar state law, V.T.C.A. Alcoholic Beverage Code, § 105.06.

City of Groves

Agenda Item Information Form

Council Meeting Date: 9/23/24 Department: FIRE Agenda Item No.: 15

Title for Item (same as to be placed on Agenda): Deliberate and act on approval for the Collective Bargaining Agreement with the Groves Professional Firefighters Association and authorizing the Mayor and City Manager to execute all necessary documents.

Party(ies) requesting placement of this item on the agenda: Lance Billeaud

Submitted to City Manager's Office on: Date: 9/16/24 Time: 4:00 By: Lance Billeaud

Explanation of item: Please see attached memo for explanation

Staff Recommendation: Staff recommends Council approves the Collective Bargaining Agreement as presented.

Alternative (if any) for consideration: _____

Identify any attachments to this document: CBA and memo from Chief Billeaud

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

Signed: Lance Billeaud Date: 9/16/24 Approved: [Signature] Date: 09/17/24
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: _____

ACTION TAKEN BY COUNCIL

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

Memo



City of Groves

To: Mayor and Council
From: Lance Billeaud
Fire Chief/EMC
Date: 9/16/24
Re: Fire CBA

Negotiating teams from the City of Groves and the Groves Professional Firefighters Association (GPFA) met several times over the last few months starting June 4, 2024. The proposed agreement is similar to the current one except that it has a five-year term and changes to the pay steps and grades that lessen the pay compression between the different grades of Captain, Lieutenant, and Firefighter. The pay changes also make the Department competitive with the local market and by holding the two vacant positions open until the second quarter, the changes are budget neutral. The GPFA approved the proposed agreement on September 12, 2024.

**COLLECTIVE BARGAINING
AGREEMENT**

between the

CITY OF GROVES, TEXAS

and the

**GROVES PROFESSIONAL
FIREFIGHTERS ASSOCIATION
LOCAL 1905**

10/01/2024 – 09/30/2029

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ARTICLE 1

Preamble

SECTION I

This agreement is made and entered into between the City of Groves, Texas, the Fire Chief, and the Groves Professional Firefighters Association Local 1905, consistent with the Police and Fire Employee Relations Act, (Chapter 174 of the Texas Local Government Code). To the extent a matter is not expressly addressed in this Agreement, matters will be addressed consistent with the policies as provided in the City of Groves Employee Handbook as interpreted by the City Manager or, as directed by the City Council where applicable. The Fire Chief serves as the Director of this department.

SECTION II

All parties acknowledge and agree to their obligation to bargain in good faith as set forth in Subchapter D., Section 174.105 of the Texas Local Government Code, to promote the mutual interests of the City and the Association; including a method for the peaceful and equitable adjustment of differences between the parties that may arise, to establish proper wage levels and standards for hours of work, and other conditions of employment.

SECTION III

It is the intent and purpose of all parties to achieve through this Agreement a sound basis for the efficient and effective delivery of Fire services to the citizens of the City of Groves. The parties to this Agreement agree to cooperate fully to function within the terms of this Agreement.

ARTICLE 2

Duration

Section I – Term of Agreement

This Agreement shall be effective from the 1st day of October 2024 and shall remain in full force and effect through the 30th day of September 2029-. If no agreement is reached by September 30, 2029-, this Agreement shall remain in full force and effect for an additional twelve (12) month period, at which time the agreement shall expire unless renewed and extended by mutual agreement

SECTION II – MODIFICATIONS

Any modifications to this Agreement must be in writing and must be approved by a majority of the members of the Groves Professional Firefighters Association Local 1905 and approved by the City Council for the City of Groves.

ARTICLE 3

Definitions

- A. Assistant Fire Chief/ Fire Marshal means the appointed Assistant Fire Chief/Fire Marshal of the City of Groves, Texas and who is classified as an Exempt employee for purposes of overtime.
- B. "Association" or "Union" means the City of Groves Local No. 1905 of the International Firefighter Association, AFL – CIO-CLC.
- C. "Base Pay" means the rate of pay specified in the Compensation Article of this contract, exclusive of longevity pay or any other supplemental pay or benefits that may be provided in this Agreement.
- D. "Board of Directors" means those members of the Association who are elected or appointed and serve as members of the Board of Directors of that organization pursuant to the Constitution and By-laws of the Association.
- E. "Fire Chief "or "Chief" means the appointed Fire Chief of the City of Groves, Texas.
- E. "City" or "Employer" means the City of Groves, Texas.
- G. "City Manager" means the City Manager of Groves, Texas.
- H. "Demotion" means reduction from a higher rank to a lower rank within the Department.
- I. "Department" means the Fire Department of the City of Groves, Texas.
- J. "Employee" or "Firefighter" means any certified firefighter employed by the City of Groves, with the sole exception of the Fire Chief and Assistant Fire Chief/Fire Marshal. Firefighters are classified as Non-exempt employees for the purposes of scheduling and overtime.
- K. "Grievance" means any dispute(s) that are pursued under the terms provided in the Article in this Agreement entitled "Grievance Procedure".
- L. "Layoff" means a termination of employment resulting from a reduction in the workforce.
- M. "Management" means any person empowered to act on behalf of the City in the administration of this Agreement.
- N. "Promotion" means advancement from a lower rank to a higher rank within the Department.
- O. "Regular rate of pay" means base pay together with all other compensation supplements, excluding overtime that may be provided under this Agreement.
- P. "Suspension" means when an employee is temporarily relieved from duty, on a non-paid basis as the result of a disciplinary action.
- Q. "Termination" means when an employee is permanently relieved from duty.
- R. "Administrative Leave" means when an employee is temporarily relieved from duty on a paid basis for the purpose of investigation of a complaint or another administrative purpose.

ARTICLE 4

Recognition

SECTION I- ASSOCIATION RECOGNIZED

The City and the Fire Chief recognize the City of Groves Local No 1905 of the International Firefighters Association, AFL-CIO-CLC as the sole and exclusive collective bargaining agent for the unit consisting of all sworn Fire Firefighters, except the Fire Chief. This right of recognition includes the sole and exclusive right to negotiate on behalf of all members of the Bargaining Unit over wages, hours and terms and conditions of employment, including any other activities that may be established by this Agreement. The City shall not provide financial or material support to any organization whose purpose includes being certified as an exclusive bargaining representative.

SECTION II- REASONABLE INTERPRETATION

The City, the Fire Chief and the Association recognize their joint responsibility to a reasonable, fair and consistent interpretation and application of this Agreement, Departmental Rules and Regulations, and Special Directives and Administrative Orders, which may relate to the conduct of members of the Bargaining Unit.

SECTION III- EQUAL EMPLOYMENT OPPORTUNITY

The City and the Fire Chief acknowledge and agree to abide by the City's equal employment opportunity statement as provided in the City's employee handbook.

ARTICLE 5

Dues

SECTION I - DEDUCTIONS

The Association shall have the sole and exclusive right to payroll deductions for dues, which shall be deducted bi-weekly from the pay of each employee who has provided written authorization, on a form provided by the City, for the City to do so. Dues that are deducted from employee paychecks shall be paid by the City to the legally designated representative of the Association, together with a list of those members from whom dues were paid.

SECTION II- INCREASES

Any deductions authorized by an employee as set forth herein shall be automatically increased by the City upon submission to the City of a letter by the President of the Association. The letter shall state that the increase has been approved in accordance with the Constitution and By-laws of the Association. The amount of the deduction may be changed no more than once within a twelve-month period.

SECTION III-DISCONTINUATION OF DEDUCTION

Dues deduction is completely voluntary and may be discontinued by the employee in writing at any time. The City shall provide the Association with a copy of all notices for the commencing or discontinuing of dues deductions.

SECTION IV-INDEMNIFICATION

The Association shall indemnify the City, and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.

ARTICLE 6

Association Rights

Association business shall not be conducted at the expense of the City, including the use of the City's email system or an established City email address. With no fewer than five business days advance notice and approval by the Fire Chief, the Association may use the Fire Department Training Room after 5 p.m. or on weekends to conduct meetings, except when in the judgment of the Fire Chief departmental operations would be adversely affected. Approval must be sought via electronic mail or in writing delivered to the Fire Chief. No additional costs may be incurred by the City as the result of the Association's use of the Fire Department Training Room. If incidental costs are incurred by the City as the result of the Association's use of the Training Room, the Association agrees to promptly reimburse the City for all incurred costs.

ARTICLE 7

Management Rights

The Association recognizes the prerogative of the City and the Fire Chief to operate and manage the Fire Department in all respects in accordance with their responsibilities, rights, and duties, consistent with the terms of this Agreement. The City and the Fire Chief retain all lawful power and authority which has not been abridged, delegated, granted, or expressly limited by some written provision in this Agreement. By way of illustration, but not limited to, the following examples of Management Rights are retained:

1. To determine Fire Department policy, including the right to manage the affairs of the Fire Department in all respects;
2. To assign working hours, including overtime;
3. To direct the members of the bargaining unit, including the right to hire, promote, transfer, suspend, demote, discipline or terminate any employee;
4. To allocate and assign work to Firefighters within the Department, and to determine the methods, processes, and manner in which Firefighters will perform work;
5. To establish and implement work performance measurements and standards, and training standards for all employees in the Department;
6. To utilize non-certified personnel in the Department in those areas where the certification is not requisite for the performance of the job function;
7. To allocate and assign supplies and equipment to Firefighters;
8. To determine the specifications and quantity of all supplies, materials and equipment to be acquired by and utilized in the Department;
9. To be the sole judge of the qualifications and fitness of applicants and employees for employment in the Department;
10. To schedule departmental operations, and, consistent with the Fair Labor Standards Act, to determine the number and duration of hours of assigned duty within each work cycle;
11. To establish and enforce Departmental rules, regulations and orders;
12. To introduce new, improved or different methods and techniques of operations of the Department, and to change existing methods and techniques;
13. To determine the amount of supervision necessary;
14. To take whatever actions may be deemed reasonably necessary to carry out the mission of the Department in situations of emergency;
15. To control the budget of the Department.

ARTICLE 8

No Strike/No Lockout Clause

SECTION I – NO STRIKE/NO LOCKOUT CLAUSE

The Employer and the Association both acknowledge *Local Government Code 174, Subchapter F. Strikes; Lockouts.*

SECTION II – PENALTIES

The Employer and the Association both acknowledge *Local Government Code 174, Subchapter F. Strikes; Lockouts.*

ARTICLE 9

Promotions

Promotions shall be administered in accordance with the Promotional Process set forth in the Departmental Standard Operational Procedures incorporated by reference as if set forth fully within this Agreement.

ARTICLE 10

Seniority

SECTION I - DEFINITION

Seniority for all present Firefighters shall be in calculated solely by their date of employment with the City of Groves.

SECTION II - APPLICABILITY

Seniority shall be the determining factor in the assignment of vacation days.

ARTICLE 11
Off-Duty Employment

Off-duty employment that does not constitute a conflict of interest or create an adverse impact on the Department shall be permitted, consistent with guidelines established by the Employee Handbook, incorporated by reference as if set out fully within this Agreement. Employees who are on sick leave, administrative leave, leave under the worker's compensation act, temporary disability, or unpaid leave under the Family Medical Leave Act ("FMLA") may not work at secondary employment.

The Fire Chief shall not unreasonably deny off-duty employment.

ARTICLE 12
Physical Fitness

SECTION ONE – PHYSICAL FITNESS ON DUTY

Each member will be required to spend a minimum of 30 minutes per shift of physical fitness as per the Groves Fire Department Wellness Fitness SOP Section 5.1. This may be done at any time while on shift, if it does not interfere with daily operations and emergency response. This should be coordinated through the Captain or Lieutenant on shift. Any modifications to this schedule must be approved by the Fire Chief in advance.

ARTICLE 13

Grievance and Disciplinary Appeal Procedure

SECTION I - SCOPE OF PROCEDURE

The City and the Association agree that the purpose of this Grievance Procedure is to provide a just and equitable method for resolving disagreements between the parties regarding the interpretation of the provisions of this Agreement. Matters involving the interpretation, application, or alleged violation of a specific provision of this Collective Bargaining Agreement shall be subject to this Grievance Procedure. Appeals of Discipline shall be subject to this grievance procedure consistent with the limitations described in Article 14, Disciplinary Actions.

SECTION II – TIME LIMITS

The parties shall adhere to the time limits as set forth in the procedure. If the aggrieved Fire Fighter of the Association fails to meet the time limits at Step One (1) of the procedure, the grievance shall be considered satisfied, and no further action shall be taken. In the event the Association fails to meet the time limits at Step One (1) of the procedure, the grievance shall be considered satisfied, and no further action shall be taken. Failure by the City to meet the time limits at any other Step shall be considered an unsatisfactory response and shall automatically allow the aggrieved Fire Fighter or Association to proceed to the next Step; failure by the aggrieved Fire Fighter or Association to meet the time limits at any other Step shall be a determination that the aggrieved Fire Fighter is satisfied with the last decision. Any deadline or time s may be modified by written agreement of the parties, however, neither party may be compelled to waive its right to insist upon the deadline and time restrictions provided herein. Calendar days specified in the Article shall exclude holidays designated in Article 17 in this Agreement.

SECTION III – PROCEDURE

To encourage the mutually satisfactory resolution of grievances prior to entering the formal Grievance Procedure, each Fire Fighter who alleged that a dispute exists is encouraged, along with the Association President or his/her designee, to first discuss the dispute with the immediate supervisor or the Fire Chief, as applicable. Nothing in this procedure prohibits the aggrieved Fire Fighter and/or the Association from attempting to informally, resolve the grievance

with his/her supervisor(s) or the Chief prior to submission of the written grievance, and the Association and the City encourage such actions.

If the dispute cannot thereby be satisfactorily resolved, the grievance shall then be handled as follows:

Step 1: The aggrieved Fire Fighter shall submit the grievance in writing to the Association Grievance Committee to determine if the grievance exists within ten (10) calendar days of the aggrieved Fire Fighter's actual or constructive knowledge of the occurrence of the event causing the grievance.

The written grievance shall include:

- A. A statement of the grievance and the facts upon which it is based, including relevant dates, times, location(s) and individuals.
- B. The Section(s) of the Agreement that have been allegedly violated and it must be signed by the aggrieved Fire Fighter.
- C. The remedy or adjustment sought; if any

The Association Grievance Committee shall respond to the grievance with a written decision within a reasonable time period after receipt of the written grievance. If the Association Grievance Committee decides that no grievance exists, the Association shall notify the Fire Chief in writing that no grievance exists, and there shall be no further action taken under this procedure.

Step 2. If the grievance is not settled at Step 1, the Association shall notify the Fire Chief in writing of its receipt, consideration, and decision of the grievance within ten (10) calendar days of the Step 1 ruling. Upon receipt of the written notice of the grievance from the Association, the Fire Chief may meet with the aggrieved Fire Fighter and his/her Association representative to discuss and attempt to alleviate said grievance. The Fire Chief shall render a written decision within ten (10) calendar days from receipt of the grievance, and shall provide a copy of such decision to the City Manager, the Chairperson of the Association Grievance Committee, and the aggrieved Fire Fighter.

Step 3. If the grievance is not resolved at Step 2, and upon receipt of the written notice of the grievance from the Association, the City Manager may meet with the aggrieved Fire Fighter and his/her Association representative to discuss and attempt to alleviate said grievance, including proposing mediation. The City Manager or his designee, shall render a written decision within ten (10) calendar days from receipt of the grievance, and shall provide a copy of such decision to the Fire Chief, the Chairperson of the Association Grievance Committee, and the aggrieved Fire Fighter. In order to provide the maximum opportunity to resolve the grievance, deadlines under this step may be extended by mutual agreement of the City Manager or designee and the Association.

Step 4. If the grievance is not resolved at Step 3, the Association shall have ten (10) calendar days from the date of receipt of the City Manager's decision in which to submit written notice to the City Manager and the Fire Chief that the grievance is to be presented to an Arbitrator selected by the parties according to the process described in Article 13, Section IV "Arbitration".

SECTION IV ARBITRATION

If a grievance is submitted to arbitration, the City and the Association shall attempt to agree within ten (10) calendar days upon an arbitrator. For this purpose, the parties may agree in writing to utilize one or more arbitrators for a specified period. If an Arbitrator is not selected by the parties within ten (10) calendar days, a list of seven (7) qualified neutrals shall be jointly requested by the parties from the American Arbitration Association (AAA). Within ten (10) calendar days from receipt of the list, the City and the Association shall alternately strike names from the list until one name remains, who shall be the Arbitrator. The party who makes the first strike shall be determined by the toss of a coin. However, prior to any names being stricken from the initial list, either party shall have the right to reject such a list and to request a new list of names that does not contain the names of any of the persons who were included on the first list. In such case, an alternate list shall be immediately requested by the parties and the cost of the second list shall be charged to the requesting party. The second list provided must be the list used by the parties, and the party that had the right to the first strike shall have such right for the replacement list.

The hearing shall be commenced, but not necessarily concluded within thirty (30) days of the Arbitrator's selection. A delay in the hearing date beyond thirty (30) days may occur only in the event of mutual agreement between the parties, or due to unavoidable delay on the part of the Arbitrator. If the Arbitrator is unable to hold the hearing within sixty (60) days from his/her selection, the parties may agree on a substitute Arbitrator. If agreement cannot be achieved on a substitute Arbitrator within three calendar days after learning of the original Arbitrator's

unavailability, another Arbitrator shall be selected by the parties from a new list requested by the parties from the American Arbitrator Association (AAA), with the cost of the replacement list split evenly between the parties.

Except by agreement of the parties, hearings shall be on consecutive days if the hearing exceeds one day. Hearings shall not be held in broken segments or on weekends or holidays, except by mutual agreement of the arbitrator and the parties once a hearing has begun, but cannot reasonably conclude in the designated time-frame.

The Arbitrator shall make an award within thirty (30) days of the close of evidence in expedited hearings. Post hearing briefs shall only be permitted at the request of the Arbitrator.

The parties may agree prior to the commencement of the hearing to a stenographic transcription of the proceedings, the cost of which will be equally shared by the parties. If the parties do not agree to a transcription of the proceedings, either party may have the transcript made at its own expense.

The award of the Arbitrator shall state which particular factual charges are found to be true, if any, and the particular rules that are found to have been violated, if any. If the Arbitrator upholds the charges, the award shall state whether the discipline that was imposed on the Fire Fighter is to be upheld, whether a lesser form of discipline is to be imposed, or if there is to be no discipline.

The conduct of the hearing shall be governed by the standard rules of the American Arbitrator Association (AAA). The parties, by mutual agreement, may request that the hearing be held in accordance with the Expedited Labor Arbitration Rules.

The Arbitrator shall not have the power to add, amend, modify, or subtract from the provisions of this Agreement in arriving at a decision on the issue or issues presented. The Arbitrator shall be confined to the precise issue (s) submitted for arbitration and shall have no authority to determine any other issues not submitted. The decision of the Arbitrator shall be final and binding upon the City and the Association, except that either party shall have the right to appeal to District Court on the basis fraud, collusion, or the issue of whether the Arbitrator exceeded his/her jurisdiction.

SECTION V – EXPENSES

Each party shall bear the expense of its witnesses. Any employee(s) of the Department who is called as a witness for either side shall not suffer a loss of pay for attendance at a hearing held during the duty hours of the employee. Except where provided in this Agreement, the parties shall divide the cost of arbitration equally, including the time and expenses charged by the arbitrator and shall expeditiously issue payment when presented with an appropriate invoice.

ARTICLE 14

Disciplinary Actions

SECTION I- AUTHORITY/NOTICE

The Fire Chief or his designee shall have the authority to administer appropriate disciplinary action, up to and including termination according to the City's policies as expressed in the Employee Handbook and any departmental rule or order which are incorporated into this Agreement as if fully set forth herein. Any Firefighter to whom disciplinary action is administered shall be provided with a written notice defining the action taken against the Firefighter, and describing the basis for the action, including reference to the particular rule or rules alleged to have been violated by the Firefighter, and the specific act or acts alleged to be in violation. If the Fire Chief is unable, after due diligence, to personally serve the Firefighter with the written notice, service may be made by mailing the notice via certified mail to the Firefighter's last known address along with delivery of the notice to the Association, and proof of such service shall be considered as sufficient notice.

SECTION II – NON-APPEALABLE ACTIONS

Verbal and written counseling, performance improvement plans or letters of reprimand and or disciplinary suspensions equal to or less than twenty-four (24) hours-are not appealable. Performance evaluations, shift, station, training, and duty assignments are also not appealable. Denial of permission to work secondary employment is not subject to appeal. Requests for accommodation, Fitness for duty determinations and/or disability status are appealable according to the process provided in the Employee Handbook and are not eligible for appeal under the Grievance Process described in Article 14.

ARTICLE 15

Compensation and Benefits

SECTION I – COMPENSATION PLAN

Effective October 1, 2024, Lieutenants (105) at or below Step 2 will be raised to Step 3 (\$25.74/hr.), any others will be moved to the next step. All Fire Captains (107) at or below Step 4 will be raised to Step 5 (\$31.28/hr.) Others will be moved to the next applicable step. All Firefighters (103) will receive a step increase. The Asst. Fire Chief pay grade will be moved from 116 to 118 and that position will not receive a Step increase for FY 24-25.

FY 24-25	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter (103)	\$21.17	\$22.23	\$23.34	\$24.51	\$25.74	\$27.02	\$28.37
Fire Lieutenant (105)		\$24.51	\$25.74	\$27.02	\$28.37	\$29.79	\$31.28
Fire Captain (107)		\$27.02	\$28.37	\$29.79	\$31.28	\$32.85	\$34.49
Asst. Fire Chief (118)				\$50.96	\$53.51	\$56.18	\$58.99

Effective October 1, 2025, all fire bargaining unit members are guaranteed a 1.5% across-the-board Cost-of-Living Adjustment (COLA) based on their hourly rate. If non-collective bargaining employees receive a COLA that exceeds 1.5%, all fire bargaining unit members will receive that increase in place of the 1.5% outlined in this Agreement. (FY 25-26) In addition, all Lieutenants will be moved to the next applicable Step, and Step 2 will be removed from Grade 105. Steps 1-3 will be removed from grade (107).

FY 25-26	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter (103)	\$21.49	\$22.56	\$23.69	\$24.88	\$26.13	\$27.43	\$28.80
Fire Lieutenant (105)			\$26.13	\$27.43	\$28.80	\$30.24	\$31.75
Fire Captain (107)				\$30.24	\$31.75	\$33.34	\$35.01
Asst. Fire Chief (118)				\$51.72	\$54.31	\$57.02	\$59.87

Effective October 1,2026, all fire bargaining unit members are guaranteed a step increase. (FY 26-27)

FY 26-27	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter (103)	\$21.49	\$22.56	\$23.69	\$24.88	\$26.13	\$27.43	\$28.80
Fire Lieutenant (105)			\$26.13	\$27.43	\$28.80	\$30.24	\$31.75
Fire Captain (107)				\$30.24	\$31.75	\$33.34	\$35.01
Asst. Fire Chief (118)				\$51.72	\$54.31	\$57.02	\$59.87

Effective October 1, 2027, all fire bargaining unit members are guaranteed a 1.5% across-the-board Cost-of Living Adjustment (COLA) based on their hourly rate. If non-collective bargaining employees receive a COLA that exceeds 1.5%, all fire bargaining unit members will receive that increase in place of the 1.5% outlined in this Agreement. (FY 27-28)

FY 27-28	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter (103)	\$21.81	\$22.90	\$24.05	\$25.25	\$26.52	\$27.84	\$29.23
Fire Lieutenant (105)			\$26.52	\$27.84	\$29.23	\$30.69	\$32.23
Fire Captain (107)				\$30.69	\$32.23	\$33.84	\$35.53
Asst. Fire Chief (118)				\$52.50	\$55.13	\$57.88	\$60.77

Effective October 1, 2028, all fire bargaining unit members are guaranteed a step increase. (FY 28-29)

FY 28-29	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter (103)	\$21.81	\$22.90	\$24.05	\$25.25	\$26.52	\$27.84	\$29.23
Fire Lieutenant (105)			\$26.52	\$27.84	\$29.23	\$30.69	\$32.23
Fire Captain (107)				\$30.69	\$32.23	\$33.84	\$35.53
Asst. Fire Chief (118)				\$52.50	\$55.13	\$57.88	\$60.77

SECTION II - ASSIGNMENT PAY

- a. Non-exempt firefighters assigned to arson investigations shall be paid assignment pay of \$100 per calendar month, in addition to all other compensation provided herein.
- b. Non-exempt firefighters assigned to Fire Investigator will be paid \$50 per month, in addition to all other compensation provided herein.
- c. Non-exempt firefighters who are assigned as equipment maintenance personnel receive \$100 per month (not to exceed one assigned person per the department.).
- d. Non-exempt firefighters assigned to inspection shall be paid assignment pay of \$50 per calendar month, in addition to all other compensation provided herein.
- e. Non-exempt firefighters assigned to plans examiner, shall be paid assignment pay of \$25

per calendar month, in addition to all other compensation provided herein. Assignment pay under this clause will be effective as of the first day of the calendar month and authorized by the City Fire Chief in advance of said calendar month.

SECTION III – CHANGES IN RATE

In the event of demotion, Firefighter's rate shall be set at the applicable time step that matches the Firefighter's tenure in the department, plus any credits for prior experience he/she or she was given at the time of hire.

All increases in pay (except for temporary upgrades) shall become effective on the first day of the pay period following the date that the Firefighter becomes eligible for the increase.

SECTION IV -LONGEVITY PAY

In addition to base pay, each employee shall receive longevity pay in accordance with Local Government Code, Section 141.032 et seq.

SECTION V-INSURANCE SUPPLEMENT PAY

The City shall provide medical and life insurance options to Firefighters under the City's Group Insurance Plan at the same level as other City employees.

SECTION VI-CERTIFICATION PAY

The City shall provide certification pay as follows:

Intermediate TCFP Certification or Associate's degree: \$187 per month;

Advanced TCFP Certification or Bachelor's degree: \$260 per month;

Master TCFP Certification or Master's degree: \$310 per month;

SECTION VII- WORK WEEK

- a. The normal work week for Non-exempt firefighters shall consist of 56 hours, served as 24 hours on duty and 48 hours off duty.
- b. The Fire Department payroll is a 21-day cycle. During this cycle, if a Non-exempt firefighter works 168 uninterrupted hours, they will be paid 9 hours of overtime to comply with the Fair Labor Standards Act (FLSA).
- c. The Asst. Chief/Fire Marshal shall work a 40-hour work week as defined in the City's Employee Handbook. At the discretion of the Fire Chief, the Assistant Chief's schedule may be flexed to accommodate unscheduled investigative events.
- d. All changes in a proposed shift schedule must be presented in writing and expressly

approved by the Fire Chief.

SECTION VIII – HOLIDAY PAY

- a. A firefighter will receive 12 hours extra pay for holidays which fall on his/her scheduled day off.
- b. A firefighter will not be charged sick/accident leave for a holiday which falls when he/she is on sick/accident leave.
- c. Holiday pay will begin at 12am on the day the holiday begins and ends at 12am the day the holiday ends. This will give the shift working 12am – 8am on the day of the holiday, 8 hours of holiday pay at the normal holiday pay rate. The shift that works 8am – 12 am on the day of the holiday, will be paid 16 hours of holiday pay at the normal holiday rate.

SECTION IX- OVERTIME

- a. Except as provided in this Section VIII, firefighters shall be paid overtime according to 29 CFR §553.20 (compensatory time), 29 USC§207(k) and 20 CFR §553.201 (7k exemption). The Fire Chief will determine if overtime is to be paid. Only hours worked shall be counted toward the calculation of overtime, except as expressly provided in this Agreement.
- b. Any paid firefighter assisting in fighting a fire or responding to the station for a possible fire will be paid a minimum of 2 hours overtime or time and one-half (1-1/2) for the actual hours worked, whichever is greater. This overtime will also be paid on any structure alarm, residential or commercial or AAC response.
- c. A firefighter called out to work outside his/her normal shift, i.e. AAC or Mutual Aid calls, will receive not less than four hours' pay at their regular rate or overtime at the off-duty rate if the actual hours worked are more than 2.75 hours.
- d. Insofar as possible, all scheduled overtime work will be fairly and equally rotated among all firefighters. Overtime work charts will be maintained, and overtime not worked will charged against firefighters declining overtime work.
- e. Employees shall be paid at a time and one-half rate for a minimum of two (2) hours while required by official duties to attend court or other hearings unless the employee attends while on duty, in which case the pay shall be at a straight time rate.

SECTION X-JURY DUTY

When a firefighter is summoned to jury duty, he/she will be treated the same as other City employees with the following exceptions:

- a. If released from jury duty prior to 3 PM of the regular shift, he/she will return to work for the second half of that shift.

- b. If released from jury duty after 3 PM of the regular shift, he/she will have the entire shift off.

SECTION XI-OTHER TYPES OF COMPENSATION

- a. If a firefighter is off duty and comes in to instruct for a drill with the volunteers, they will receive comp time at a rate of 1.5 times for the hours instructing.
- b. The maximum amount of comp time that a firefighter may accumulate is 48 hours. After that, any comp time accrued will be paid as overtime.

SECTION XII – MEDICAL AND LIFE COVERAGE

The City shall provide medical and life insurance options to Firefighters under the City's Group Insurance Plan at the same level as other City employees.

SECTION XIII- RETIREE LIFE INSURANCE

The City shall provide life insurance coverage to Firefighters who retire under the City's retirement policy at the same level as other City retirees.

ARTICLE 16

Vacation

Employees shall be subject to the vacation policies as set forth in the Employee Handbook and those applicable provisions are incorporated by reference as if fully set forth in this Agreement.

ARTICLE 17

Holidays

Employees shall be subject to the holiday policies as set forth in the Employee Handbook and those applicable provisions are incorporated by reference as if fully set forth in this Agreement.

ARTICLE 18

Sick Leave

Employees shall be subject to the sick leave policies as set forth in the Employee Handbook and those applicable provisions are incorporated by reference as if fully set forth in this Agreement. Non-exempt Firefighters having any sick leave accrued but unused in any year shall be accumulated for the succeeding years up to a maximum of 1360 hours.

Article 19
Modified Duty

Employees shall be subject to the modified duty policies as set forth in the Employee Handbook and those applicable provisions are incorporated by reference as if fully set forth in this Agreement, except that Employee pay shall be calculated on the basis of a 40-hour work week while the employee is assigned to modified duty.

ARTICLE 20
Job Related Injury Leave

Employees shall be subject to the job-related injury leave policies as set forth in Texas Local Government Code 177A, the Employee Handbook and those applicable provisions are incorporated by reference as if fully set forth in this Agreement. Non-exempt Firefighters having any injury leave accrued but unused in any year shall be accumulated for the succeeding years up to a maximum of 1360 hours.

ARTICLE 21

Military Leave

Employees shall be subject to military leave policies as set forth in the Employee Handbook incorporated by reference as if fully set forth in this Agreement.

ARTICLE 22

Other Leave

SECTION I - FAMILY AND MEDICAL LEAVE ACT OF 1993

The City shall follow the Family and Medical Leave Act of 1993, or as amended. Family Medical Leave shall be administered in accordance with established City policy.

SECTION II – BEREAVEMENT

Employees will follow the City's policy as expressed in the Employee Handbook.

SECTION III – ABSENCE WITHOUT LEAVE/UNEXCUSED ABSENCE

Any Firefighter who fails to report for scheduled duty within twelve hours of the beginning of a shift, following the end of an approved leave, shall be considered as having abandoned his/her position as of the last day of scheduled work or approved leave.

Unless a written reason for the unexcused absence is presented to the Fire Chief or designee and determined to be valid by the Fire Chief or designee within three (3) calendar days from the date that the Firefighter was scheduled to report for duty, the City shall separate any such Firefighter's employment from the City, with the effective date of separation being the first day following the last day of actual work or approved leave.

ARTICLE 23

Retirement

Firefighters shall continue to participate in the Texas Municipal Retirement System in accordance with the statutes of the State of Texas now applicable, or as may be amended hereafter. The City's matching ratio, the percentage rate, and the amount of the required contribution from the Firefighters, if any, shall be the same as applies to employees in other City departments.

ARTICLE 24

Education Assistance Plan

The Firefighters shall follow the City's Education Assistance Plan for all other City employees.

ARTICLE 25
Readiness Provisions

SECTION I- AVAILABILITY

In case of an emergency, any off-duty Firefighter must immediately report for duty when ordered to do so by proper authority. Exception to reporting may be made only in the case of personal illness or incapacity, or whenever an emergency condition or situation exists that would result in extreme hardship for the Firefighter or his immediate family by the Firefighters having to report for duty immediately. The Fire Chief or his designee may require documentation in cases of inability to report.

All Firefighters must be a bona-fide resident at a location that will enable the Firefighter to report for duty at the Groves Fire Department within forty-five (45) minutes after being ordered to do so when traveling by automobile conveyance, in full compliance with all applicable traffic laws, signs, signals, rules and regulations.

SECTION II – EMERGENCY PAY

Emergency Pay will be in accordance with the City of Groves' Emergency Management Response Team Policy.

SECTION III – DISASTER PAY

Disaster Pay will be in accordance with the City of Groves' Emergency Management Response Team Policy.

ARTICLE 26

Closing Statements

SECTION I - MAINTENANCE OF STANDARDS

Nothing contained in this agreement shall be construed as repealing any lawful recognized benefit provided through the department for employees of the department, and no employee shall inadvertently suffer any loss of wages, hours or working conditions by reason of the signing of this agreement except in accordance with this agreement.

The parties agree that where specifically addressed in this Agreement, the City of Groves Employee Handbook is incorporated by reference regarding terms and conditions of employment. Otherwise, subject to the budget making authority of the City of Groves City Council and Article Seven of this Agreement, Management Rights, the terms and conditions which are of benefit to employees now in effect, which are not specifically provided for in this agreement or which have not been replaced by provisions of this agreement shall remain in effect for the duration of this agreement.

SECTION II – SAVINGS CLAUSE

If any provision of this Agreement is found by a court of competent jurisdiction to be inoperative, void, or invalid, all other provisions of this Agreement shall continue to remain in full force and effect for the duration of this Agreement. The intent of the parties is that no portion of this Agreement or provision contained therein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

SECTION III – FULL AGREEMENT

The parties agree that each has had full and unrestricted right and opportunity to make, advance, and discuss all matters properly within the province of collective bargaining. Subject to the City of Groves Charter, budget making authority of the City Council and the Employee Handbook, this Agreement constitutes the full and complete Agreement between the parties, and there are no other agreements, either oral or written, except as herein contained.

SECTION IV – IMPASSE

In the event of impasse in the collective bargaining process, the parties will make a meaningful effort to settle matters arising from negotiations through the bargaining process. If an

impasse in negotiations results after full and complete negotiations, either party or both parties may request the services of a mediator from the Federal Mediation and Conciliation Service. The mediator shall have no other authority than to attempt to help the parties to arrive at a mutually agreeable settlement.

SECTION IV- APPROVAL

This Agreement was approved by the City Council of the City of Groves, Texas at a regular meeting held on, and has been approved by the Fire Chief by his signature being affixed hereto, and has been ratified by the Groves Professional Firefighters Association Local 1905 on _____, 20__.

FOR THE CITY:

FOR THE FIRE CHIEF:

CHRIS BORNE
Mayor

LANCE BILLEAUD
Fire Chief

FOR THE ASSOCIATION:

KEVIN CARRUTH
City Manager

HADEN GROVE
President
Groves Professional Firefighters
Association Local 1905

JOSH HIDALGO
Vice President
Groves Professional Firefighters
Association Local 1905

City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/2024 Department: City Manager Agenda Item No. 16

Title for Item (same as to be placed on Agenda): Deliberate and act on the September 23, 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: 9/17/24 Time: 1:30 p.m. By: C. THIBODEAUX

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

Deadline for Approval: Immediately

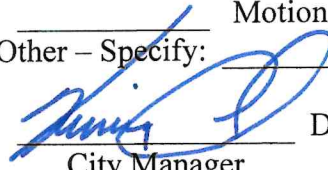
Staff Recommendation: Approval of the list, as presented.

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: 09/18/24
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 - September 23, 2024

Vendor	Description	Amount
1. B&L Cremation Systems, Inc	Repairs to cremation unit	\$ 5,767.90
2. Blue Iron Technologies	Anti virus and backup software	\$ 10,138.08
3. City of Port Arthur	Landfill sludge & disposal August 2024	\$ 5,200.00
4. Fuelman	Gas and diesel for August 2024	\$ 20,785.01
5. Heil of Texas	Rotator motor rebuild	\$ 5,850.00
6. Lower Neches Valley Authority	Raw water purchased	\$ 24,750.00
7. PVS DX, INC	Chlorine for water plant	\$ 6,861.60
8. PVS DX, INC	CL2 and SO2 for wastewater plant	\$ 11,577.00
9. Republic Services	Collection of commercial dumpsters August 2024	\$ 10,109.37
10. Republic Services	Sludge disposal August 2024	\$ 12,527.25
11. Revize LLC	Website design	\$ 5,850.00
12. U.S. Underwater CONSOR Engineers, LLC	Sonnier Lane water tower, new vent fabricated and installed	\$ 18,150.00
Total		\$ 137,566.21

*KC
09/10/24*

P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-37629

07/16/2024

ISSUED TO: VEND #: 01-390161
 B&L CREMATION SYSTEMS, INC.
 7205 114TH AVENUE NORTH

 LARGO, FL 33773

SHIP TO:
 City of Groves City Hall
 3947 Lincoln Avenue
 Groves, TX 77619
 Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	REPAIRS LABOR	01 -5-35-03-260	CREMATORIUM MAINTENANCE	0.00	3,790.00
0.00	REPAIR PARTS	01 -5-35-03-260	CREMATORIUM MAINTENANCE	0.00	1,977.90
	REPAIRS TO CREMATION UNIT				

*** TOTAL *** 5,767.90

ORDERED BY: LANCE BILLEAUD

APPROVED BY: LANCE BILLEAUD

B&L Cremation Systems, Inc

7205 114th Ave North
Largo, FL 33773
USA

INVOICE

Invoice Number: 88044
Invoice Date: Jul 19, 2024
Page: 1

Unpaid

Voice: 727-541-4666
Fax: 727-547-0669

Bill To:
CITY OF GROVES - ANIMAL SHELTER PO BOX 846 GROVES, TX 77619 USA

Ship to:
CITY OF GROVES - ANIMAL SHELTER 5000 MCKINLEY AVENUE GROVES, TX 77619 USA Fax: 409-960-5766

Customer ID	Customer PO	Payment Terms	
CIT012	09-37629	ES17799 NET 30 DAYS	
Sales Rep ID	Shipping Method	Ship Date	Due Date
02HER001	UPS Ground OR LTL	7/19/24	7/19/24

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
	SERVICE-EMERGEN	EMERGENCY SERVICE EVALUATION	1.00	1,400.00	
	SERVICE-LABOR	SERVICE LABOR - B&L TECHNICIAN TO INSTALL NEEDED PARTS BELOW:	1.00	1,135.00	
	SERVICE-TUNE UP	ANNUAL PMI RECALIBRATION, TUNE UP FOR CREMATORY MODEL: 2009 BLI-800 #1146-929-09	1.00	1,255.00	
1.00		3" PIPE FLAT FLANGE TO MOUNT TO PLENIUM (SEE BEN IN SHOP)		165.00	165.00
4.00		3/8" SELF TAP TEX SCREWS W/FLAT & LOCK WASHERS			
5.00		3" NPT CLOSE NIPPLES			
2.00	AG-26142	VALVE BUTTERFLY MANUAL 3" NPT		425.00	850.00
2.00	RF-80177	INSWOOL PAPER 1/4" x 12" x 12'		7.45	14.90
2.00		3 1/2 " ID X 6" LONG EXHUAST HOSE		45.00	90.00
1.00	XSS-10035	HOLE SAW 4-1/2" CARBIDE GRIT		177.00	177.00
1.00	XSS-10036	ARBOR W/ PILOT DRILL 7/16 HEX		31.00	31.00
1.00		3 1/2" RUBBER CAP		15.00	15.00
6.00	AG-25050	TRIDON CLAMP HOSE 4-1/2 x 6-1/2 S/S		4.50	27.00
1.00	EL-65354	TRANSFORMER 40VA 120/24 VAC		66.00	66.00
1.00	EL-65374	REFLECTOR OPTOMONITOR 3"		58.00	58.00
1.00	AP-10064	12" OPACITY REFLECTOR BRACKET		42.00	42.00

Title of the goods which are the subject of this invoice shall remain the sellers until such time as the amount of the invoice is paid in full. If the total amount is not paid at the maturity thereof, the customer agrees to a service charge of 1-1½% per month on the unpaid balance and further agrees to pay all costs of collection including reasonable attorney's fees and court costs, if the delinquent account is turned over for collection whether suit be brought or not. It is specifically agreed that should either party file suit for breach of this agreement, exclusive jurisdiction and venue shall be in Pinellas County, Florida. Purchaser agrees that until full payment is made, it will not encumber or dispose of the collateral, and will not remove or modify it without seller's express written permission. If purchaser shall, in any manner, default under terms of this payment agreement as a secured party under the Uniform Commercial Code, and, in conjunction with the rights, may, at its sole discretion, enter upon purchaser's property to take possession of, assemble and collect the collateral.

Subtotal	Continued
Sales Tax	Continued
Freight	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL (USD)	Continued

Please reference Customer ID on Check
Customer is responsible for any and all sales and use tax.

A 3% CONVENIENCE FEE WILL BE CHARGED ON ALL CREDIT CARD PURCHASES:
City of Groves Overdue invoices are subject to late charges.

B&L Cremation Systems, Inc

7205 114th Ave North
 Largo, FL 33773
 USA

INVOICE

Invoice Number: 88044
 Invoice Date: Jul 19, 2024
 Page: 2

Unpaid

Voice: 727-541-4666
 Fax: 727-547-0669

Bill To:
CITY OF GROVES - ANIMAL SHELTER PO BOX 846 GROVES, TX 77619 USA

Ship to:
CITY OF GROVES - ANIMAL SHELTER 5000 MCKINLEY AVENUE GROVES, TX 77619 USA Fax: 409-960-5766

Customer ID	Customer PO	Payment Terms	
CIT012	09-37629	ES17799 NET 30 DAYS	
Sales Rep ID	Shipping Method	Ship Date	Due Date
02HER001	UPS Ground OR LTL	7/19/24	7/19/24

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
1.00		8/32 BOLT/NUT & WASHERS FOR REFLECTOR			
1.00	AG-26178	AIR DAMPER MOTOR CREM./OPA./HEARTH - BELIMO LF120 US		185.00	185.00
1.00	AG-261304	AIR SWITCH ASSEMBLY STANDARD.		137.00	137.00
1.00	AG-26130	SWITCH AIR STANDARD			
3.00	AG-26172	TUBING 5/16 OD ALUMINUM			
4.00	ME-20004	FITTING COMP 1/8 NPT x 5/16			
1.00	ME-20018	BUSHING BRASS 1/2 x 1/8 NPT			
2.00	ME-20030	TEE FEMALE 1/8 NPT MALE/FEM			
1.00		1 1/2" ID X 4" LONG EXHAUST HOSE		26.00	26.00
2.00	AG-25046	TRIDON CLAMP HOSE 2-1/16 x 3 S/S		3.50	7.00
1.00		3" NPT TJ 150 AIR INLET SQUARE FLANGE		45.00	45.00
1.00	FREIGHT	SHIPPING ESTIMATE \$			
1.00	UPS-TRACKING	TRACKING # : 1Z25X2640340096252			

Title of the goods which are the subject of this invoice shall remain the sellers until such time as the amount of the invoice is paid in full. If the total amount is not paid at the maturity thereof, the customer agrees to a service charge of 1-1/2% per month on the unpaid balance and further agrees to pay all costs of collection including reasonable attorney's fees and court costs, if the delinquent account is turned over for collection whether suit be brought or not. It is specifically agreed that should either party file suit for breach of this agreement, exclusive jurisdiction and venue shall be in Pinellas County, Florida. Purchaser agrees that upon full payment is made, it will not encumber or dispose of the collateral, and will not remove or modify it without seller's express written permission. If purchaser shall, in any manner, default under terms of this payment agreement as a secured party under the Uniform Commercial Code, and, in conjunction with the rights, may, at its sole discretion, enter upon purchaser's property to take possession of, assemble and collect the collateral.

Subtotal	1,935.90
Sales Tax	
Freight	42.00
Total Invoice Amount	1,977.90
Payment/Credit Applied	
TOTAL (USD)	\$1,977.90

Please reference Customer ID on Check
 Customer is responsible for any and all sales and use tax.

A 3% CONVENIENCE FEE WILL BE CHARGED ON ALL CREDIT CARD PURCHASES:

City of Groves Overdue invoices are subject to late charges.

B&L Cremation Systems, Inc
 7205 114th Ave North
 Largo, FL 33773
 USA

INVOICE

Invoice Number: 88254
 Invoice Date: Aug 20, 2024
 Page: 1

Unpaid

Voice: 727-541-4666
 Fax: 727-547-0669

Bill To:
CITY OF GROVES - ANIMAL SHELTER PO BOX 846 GROVES, TX 77619 USA

Ship to:
CITY OF GROVES - ANIMAL SHELTER 5000 MCKINLEY AVENUE GROVES, TX 77619 USA Fax: 409-960-5766

Customer ID	Customer PO	Payment Terms	
CIT012	09-37629 (ES17799)	ES17799 NET 30 DAYS	
Sales Rep ID	Shipping Method	Ship Date	Due Date
02HER001	UPS Ground OR LTL	8/13/24	8/20/24

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
1.00	SERVICE-EMERGEN	EMERGENCY SERVICE EVALUATION		1,400.00	1,400.00
1.00	SERVICE-LABOR	SERVICE LABOR - B&L TECHNICIAN TO INSTALL NEEDED PARTS		1,135.00	1,135.00
1.00	SERVICE-TUNE UP	ANNUAL PMI RECALIBRATION, TUNE UP FOR CREMATORY MODEL: 2009 BLI-800 #1146-929-09		1,255.00	1,255.00

RECEIVED
 AUG 29 2024
FINANCE

Title of the goods which are the subject of this invoice shall remain the sellers until such time as the amount of the invoice is paid in full. If the total amount is not paid at the maturity thereof, the customer agrees to a service charge of 1-1/2% per month on the unpaid balance and further agrees to pay all costs of collection including reasonable attorney's fees and court costs, if the delinquent account is turned over for collection whether suit be brought or not. It is specifically agreed that should either party file suit for breach of this agreement, exclusive jurisdiction and venue shall be in Pinellas County, Florida. Purchaser agrees that until full payment is made, it will not encumber or dispose of the collateral, and will not remove or modify it without seller's express written permission. If purchaser shall, in any manner, default under terms of this payment agreement as a secured party under the Uniform Commercial Code, and, in conjunction with the rights, may, at its sole discretion, enter upon purchaser's property to take possession of, assemble and collect the collateral.

Subtotal	3,790.00
Sales Tax	
Freight	
Total Invoice Amount	3,790.00
Payment/Credit Applied	
TOTAL (USD)	\$3,790.00

A 3% CONVENIENCE FEE WILL BE CHARGED ON ALL CREDIT CARD PURCHASES

Please reference Customer ID on Check
 Customer is responsible for any and all sales and use tax.

P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-37959

09/06/2024

ISSUED TO: VEND #: 01-23258
BLUE IRON TECHNOLOGIES
P.O. BOX 133127

SPRING, TX 77393

SHIP TO:
City of Groves City Hall
3947 Lincoln Avenue
Groves, TX 77619
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	ANTI VIRUS AND BACKUP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	2,993.76
0.00	ANTI VIRUS AND BACKUP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	6,853.44
0.00	ANTI VIRUS AND BACKUP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	290.88
	ANTI VIRUS AND BACKUP SUBSCRIPTION				

RECEIVED
SEP 05 2024
FINANCE

*** TOTAL *** 10,138.08

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY

Invoice

Bill To

City of Groves
3947 Lincoln Ave
Groves, TX 77619-4604
USA

Date	9/1/2024
Invoice #	318485
Terms	Net 30
P.O. No.	

Description	Qty	Rate	Serviced	Amount
Quote 4160 10/01/2023 - 09/30/2024				
[City of Groves] Datto SAAS Protection (91 Users) 105 Users @ \$2.70 each \$283.50 per month MSPR: \$2.70 per user per month. 1 Year Time-based Retention <ul style="list-style-type: none"> •3X daily point in time backup for Office 365's Exchange, One Drive and SharePoint or for G Suite's Gmail, Calendars, Contacts, Google Team Drives and Drive, Files, and Folders. Perform additional backups as needed at anytime. •Store an unlimited amount of data in the Datto Cloud at no additional cost. •Restore individual files or groups of files back into a user's account, or export them directly to a machine. •Preview backups by user, item and point in time snapshot. •Search metadata. •Security controls that include compliance with SOC 2 Type II and the ability to meet HIPAA compliance needs. •Monitor backup data with domain reports and activity logs. T20230731.0123	12	249.48		2,993.76

RECEIVED
SEP 03 2024
FINANCE

Subtotal	\$2,993.76
Sales Tax (0.0%)	\$0.00
Total	\$2,993.76
Payments/Credits	\$0.00

Balance Due \$2,993.76

If you have questions on this invoice or on how to submit payment, please email billing@blueirontech.com. Thank you for your business!

Invoice

Bill To

City of Groves
3947 Lincoln Ave
Groves, TX 77619-4604
USA

Date	9/1/2024
Invoice #	318544
Terms	Net 30
P.O. No.	

Description	Qty	Rate	Serviced	Amount
Quote 3844 Annual Invoice 10/01/2024 - 09/30/2025				
Monthly Managed Threat Protection & Support	12	571.12	7/13/2025	6,853.44

RECEIVED
SEP 03 2024
FINANCE

Subtotal	\$6,853.44
Sales Tax (0.0%)	\$0.00
Total	\$6,853.44
Payments/Credits	\$0.00

Balance Due \$6,853.44

If you have questions on this invoice or on how to submit payment, please email billing@blueirontech.com. Thank you for your business!

Invoice

Bill To

City of Groves
3947 Lincoln Ave
Groves, TX 77619-4604
USA

Date	9/1/2024
Invoice #	318484
Terms	Net 30
P.O. No.	

Description	Qty	Rate	Serviced	Amount
September 2024				
ProofPoint Quote 3009	96	3.03		290.88
ProofPoint Business				
Beginner Package + 14 Days of Emergency Inbox. Instant Replay, DLP filtering, URL Defense				

RECEIVED
SEP 03 2024
FINANCE

Subtotal	\$290.88
Sales Tax (0.0%)	\$0.00
Total	\$290.88
Payments/Credits	\$0.00
Balance Due	\$290.88

If you have questions on this invoice or on how to submit payment, please email billing@blueirontech.com. Thank you for your business!

PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: September 4, 2024
 TO: Kevin Carruth

P.O. NUMBER: 09-37943
 FROM: Coby Doucet

Purchase Recommendation				
Recommended Company: City of Port Arthur (33664)				
Items to be Purchased: Landfill Sludge Disposal				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-05-170	Landfill Sludge Disposal August	1	\$5,200.00	\$5,200.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval before ordering!				\$5,200.00

REASONS FOR PURCHASE:
DISPOSAL OF SLUDGE AT PORT ARTHUR LANDFILL 20 CUBIC YARD SLUDGE DUMPSTERS DUMPED AT LANDFILL.

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

Approved by:
 (PW Director)

Date: 9-5-2024

Approved by: _____
 (City Manager)

Date: _____

Date Council Approved _____

RECEIVED

SEP 06 2024

FINANCE



CITY OF PORT ARTHUR
 PO BOX 1089
 PORT ARTHUR, TX 77641-1089

Invoice

Customer Copy

Payment will be applied to the oldest unpaid invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CITY OF GROVES	08/28/2024	6908	\$0.00	09/27/2024	\$5,200.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
LANDFILL MUN SER WASTE WATER SLUDGE FOR THE MONTH OF AUGUST 2024	1.00	\$5200.000000	EACH	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Invoice Total:							\$5,200.00

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



CITY OF PORT ARTHUR
 PO BOX 1089
 PORT ARTHUR, TX 77641-1089

Invoice

Remit Portion

Invoice Date	08/28/2024
Invoice Number	6908
Customer Number	300077
Amount Paid	
Due Date	09/27/2024
Invoice Total Due	\$5,200.00

CITY OF GROVES
 3947 Lincoln Avenue
 Groves, TX 77619

Make Check Payable To:
 City of Port Arthur Attn: Cashiers



PO BOX 1239
COVINGTON, LA 70434

Local Office: Lafayette
For billing questions call: (800) 877-0800



16

CITY OF GROVES
ATTN: KEVIN CARRUTH
3947 LINCOLN AVE
GROVES TX 77619-4604

Account Number:

217874

Please reference account # on all payments

Statement #	NP67060445
Statement Date	09/02/2024
Current Balance	\$20,785.01
Amount Due on 09/12/2024	\$20,785.01
Credit/Spend Limit	\$137,750.00

Customer Statement Activity: 8/1/2024 - 8/31/2024

Previous Statement Balance	Payment Activity	Purchases & Adjustments	New Balance Due
\$19,469.23	(\$19,469.23)	\$20,785.01	\$20,785.01

Current Activity

Fees This Period: Total \$1,940.00

Accelerator Rewards Elite	\$	594.00
Extended Network Pricing	\$	51.00
Fraud Protector Fee	\$	396.00
Monthly Billing Cycle Fee	\$	300.00
Regular Package Fee	\$	599.00

Date	Description	Gallons	Amount Due
08/28/2024	CREDIT: Payment Without Remit Coupon -		(\$19,469.23)
09/02/2024	Fleet # 228771 Name: CITY OF GROVES	6,303.969	\$20,785.01



PO BOX 1239
COVINGTON, LA 70434

Provided By:
Lafayette
(800) 877-0800

CITY OF GROVES
ATTN: KEVIN CARRUTH
3947 LINCOLN AVE
GROVES TX 77619

FLEET MANAGEMENT REPORT

Account # 217874
FLEET # 228771
Name: CITY OF GROVES
MATCHING STATEMENT # NP67060445
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FLEET MANAGEMENT REPORT FOR 8/1/2024 – 8/31/2024
SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FED TAX	ST TAX	OTH TAX	OTH CHARGES	TOTAL
UE10	3,715.394	\$9,902.86	\$25.36	\$719.54	\$0.00		\$10,675.56
UDSL*	2,588.575	\$7,631.12	\$18.32	\$520.01	\$0.00		\$8,169.45
OTHER CHARGES						\$1,940.00	\$1,940.00
Total	6,303.969	\$17,533.98	\$43.68	\$1,239.55	\$0.00	\$1,940.00	\$20,785.01
						Fraud Protector Fee	\$396.00
						Monthly Billing Cycle Fee	\$300.00
						Regular Package Fee	\$599.00
						Accelerator Rewards Elite	\$594.00
						Extended Network Pricing	\$51.00
						Report Total	\$20,785.01

This report is for information only.
Please see remittance copy on the statement for the total payment amount.

TOTAL MILES: 29,636

*This diesel fuel does not contain visible evidence of dye.

DEPARTMENTAL SUMMARIES

DEPARTMENT NAME	DEPT NUM	QTY	BASE PRICE	FED TAXES	STATE TAXES	LOCAL TAXES	MAINT/OTH (Non-Fuel)	EXTENDED TOTAL	EXCEPT COUNT
No Department	0	768.088	2,298.35	5.37	152.48	0.00	0.00	2,458.08	0
25 - PARKS & RECREATION	724280	120.621	355.60	0.86	24.22	0.00	0.00	380.68	0
31 - POLICE DEPARTMENT	724301	1,566.229	4,056.25	10.57	298.83	0.00	0.00	4,382.02	7
32 - FIRE DEPARTMENT	724303	378.412	1,033.40	2.55	73.33	0.00	0.00	1,112.05	3
41 - INSPECTIONS & PERMITS	724277	77.013	196.93	0.53	15.46	0.00	0.00	212.92	0
44 - STREET DEPARTMENT	724281	397.246	1,086.78	2.78	78.69	0.00	0.00	1,169.43	2
45 - DRAINAGE DEPARTMENT	724296	68.025	200.55	0.47	13.67	0.00	0.00	214.69	0
46-FACILITIES MAINTENANCE	989365	251.995	645.46	1.77	50.62	0.00	0.00	697.85	2
55 - SOLIDWASTE DEPARTMENT	724297	1,942.760	5,729.08	13.79	390.29	0.00	0.00	6,133.16	5
63- WATER PLANT	983388	45.666	116.59	0.32	9.18	0.00	0.00	126.09	1
64 - WASTEWATER PLANT	724298	65.825	177.26	0.46	13.22	0.00	0.00	190.94	2
66 - WATER BILLING	724279	86.788	221.97	0.60	17.44	0.00	0.00	240.01	0
67 - WATER DISTRIBUTION	724299	401.461	1,042.76	2.65	75.25	0.00	0.00	1,126.26	10
68 - WASTEWATER COLLECTION	724300	51.594	152.10	0.37	10.36	0.00	0.00	162.83	0
Garage	1256811	82.246	220.90	0.59	16.51	0.00	0.00	238.00	1

EXCEPTION CODES:

- 3 Veh is restricted from purchasing this fuel
- 11 Odometer entry is out of sequence



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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: No Department

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
207 – MISC FUEL/SMALL EQUIP											
08/12	16:18	556741	Ryan Willi	1	0.0	UE10	4.849	2.56750	0.20797	\$13.45	11
			Miles:		-----		4.849			\$13.45	32
53 – Water 2009 F650 Dump											
08/23	14:29	556613	Adrian And	81624	32.6	UE10	8.992	2.50670	0.20797	\$24.42	3
			Miles:	293	32.6		8.992			\$24.42	67
Fuel Tank – Diesel Fuel Tank											
08/16	08:48	556613	MOORE, DAR	440	0.0	UDSL*	90.937	2.94800	0.20797	\$286.99	
08/16	10:02	927808	MOORE, DAR	440	0.0	UE10	102.197	3.00810	0.20797	\$328.67	
08/16	11:15	927808	MOORE, DAR	440	0.0	UE10	69.615	3.00800	0.20797	\$223.88	
08/20	08:42	927808	MOORE, DAR	440	0.0	UE10	100.255	3.00800	0.20797	\$322.42	
08/20	09:39	927808	MOORE, DAR	440	0.0	UE10	85.953	3.00820	0.20797	\$276.43	
08/26	10:50	927808	MOORE, DAR	440	0.0	UE10	100.285	3.00800	0.20797	\$322.52	
08/26	11:30	927808	MOORE, DAR	440	0.0	UE10	103.066	3.00810	0.20797	\$331.46	
08/26	12:35	927808	MOORE, DAR	440	0.0	UE10	101.939	3.00810	0.20797	\$327.84	
			Miles:		-----		754.247			\$2420.21	44
Department:						UE10	677.151			\$2,171.09	
						UDSL*	90.937			\$286.99	
Department Totals -							768.088			\$2,458.08	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Express Mart #26	5410 W Parkway St	Groves	TX
927808	B&b Mini Mart #2	3301 Cleveland Ave	Groves	TX



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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 25 - PARKS & RECREATION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
MOWER 74 – 2007 SLOPE MOWER											
08/01	08:15	556613	STEVE SANC	9233	0.4	UDSL*	38.314	2.94830	0.20797	\$120.92	
08/09	07:53	556613	Garrett Hi	9243	0.4	UDSL*	23.221	2.94860	0.20797	\$73.29	
08/14	14:23	556613	Garrett Hi	9252	0.3	UDSL*	26.947	2.94760	0.20797	\$85.04	
08/28	07:15	556613	Garrett Hi	9263	0.3	UDSL*	32.139	2.94780	0.20797	\$101.43	
Miles:				47	.4		120.621			\$380.68	420
Department: 25 - PARKS & RECREATION						UDSL*	120.621			\$380.68	
Department Totals -							120.621			\$380.68	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exxpress Mart #27	3911 Pure Atlantic Rd	Groves	TX



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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 31 - POLICE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
2 – 2019 Ford Explorer											
08/01	19:01	556613	Kyle Dotso	50368	5.6	UE10	10.997	2.60890	0.20797	\$30.97	
08/03	16:59	556613	Kyle Dotso	50455	6.2	UE10	14.098	2.60820	0.20797	\$39.70	
08/05	15:06	556613	Kyle Dotso	50503	6.8	UE10	7.059	2.56840	0.20797	\$19.60	
08/09	14:15	556613	Kyle Dotso	50559	3.9	UE10	14.505	2.56880	0.20797	\$40.27	
08/13	10:31	556741	Kyle Dotso	50662	7.4	UE10	13.904	2.56830	0.20797	\$38.60	
08/18	03:26	402759	Kyle Dotso	50742	6.6	UE10	12.143	2.80740	0.20797	\$36.62	
08/20	09:38	556613	Kyle Dotso	50787	4.0	UE10	11.113	2.56910	0.20797	\$30.85	
08/24	10:55	556613	Kyle Dotso	50861	5.5	UE10	13.463	2.50910	0.20797	\$36.57	
08/25	15:26	556613	Kyle Dotso	50919	5.4	UE10	10.815	2.50860	0.20797	\$29.37	
08/27	07:32	556741	Kyle Dotso	50998	7.6	UE10	10.411	2.50790	0.20797	\$28.27	
08/30	18:49	556613	Kyle Dotso	50958	0.0	UE10	7.507	2.50700	0.20797	\$20.39	11
08/31	04:58	556613	Kyle Dotso	50985	5.1	UE10	5.318	2.51030	0.20797	\$14.45	
				Miles:	719	5.8	131.333			\$365.66	31
3 – 2019 Ford Explorer											
08/01	05:10	556613	Alex Ferre	76177	6.9	UE10	14.835	2.60870	0.20797	\$41.78	
08/08	00:43	402759	Alex Ferre	76348	11.0	UE10	15.549	2.80790	0.20797	\$46.89	
08/11	21:57	402759	Alex Ferre	76500	10.4	UE10	14.602	2.80850	0.20797	\$44.04	
08/15	18:42	556613	Alex Ferre	87638	0.0	UE10	13.850	2.56900	0.20797	\$38.46	
08/16	23:58	556613	Alex Ferre	76756	0.0	UE10	14.665	2.56940	0.20797	\$40.72	11
08/21	19:34	556613	Alex Ferre	76875	9.6	UE10	12.337	2.56710	0.20797	\$34.24	
08/23	02:26	556613	Alex Ferre	77032	11.4	UE10	13.793	2.56800	0.20797	\$38.29	
08/30	00:53	556613	Alex Ferre	77284	17.3	UE10	14.537	2.50810	0.20797	\$39.48	
				Miles:	954	11.1	114.168			\$323.90	31
CID 1 – 2006 GRAND MARQUE											
08/29	09:01	556741	Christophe	77741	0.0	UE10	15.295	2.50800	0.20797	\$41.54	
				Miles:	-----		15.295			\$41.54	31
CRWN VIC – 2010 Crown Vic Unit 4											
08/28	05:55	556613	STEVEN DOD	94114	0.0	UE10	15.732	2.50760	0.20797	\$42.72	
				Miles:	-----		15.732			\$42.72	31
TR 1 – 2023 F150											
08/01	12:38	556613	JOHN, HUDS	1692	0.0	UE10	18.281	2.60760	0.20797	\$51.48	
08/27	10:24	556741	JOHN, HUDS	1937	12.9	UE10	18.935	2.50700	0.20797	\$51.42	
				Miles:	245	12.9	37.216			\$102.90	31
UNIT 01 – 2020 FORD EXPLORER											
08/02	08:44	556613	Macie Berg	60500	12.8	UE10	13.553	2.60900	0.20797	\$38.17	
08/03	08:34	556741	Macie Berg	60576	10.2	UE10	7.484	2.60690	0.20797	\$21.08	
08/04	16:14	556741	Macie Berg	60713	11.3	UE10	12.146	2.60740	0.20797	\$34.20	
08/08	06:07	556741	Macie Berg	60826	11.0	UE10	10.232	2.56740	0.20797	\$28.40	
08/14	06:10	556741	Macie Berg	60910	6.7	UE10	12.505	2.56780	0.20797	\$34.71	
08/16	06:36	556613	Macie Berg	61028	8.0	UE10	14.743	2.56800	0.20797	\$40.92	
08/17	08:42	556613	Macie Berg	61074	6.9	UE10	6.646	2.56550	0.20797	\$18.44	
08/18	08:23	556613	Macie Berg	61148	9.8	UE10	7.576	2.56600	0.20797	\$21.03	
08/22	06:50	556741	Macie Berg	61250	7.5	UE10	13.572	2.56930	0.20797	\$37.68	
08/22	17:01	556741	Macie Berg	61332	11.4	UE10	7.201	2.56630	0.20797	\$19.99	
08/29	06:15	556741	Macie Berg	61411	9.5	UE10	8.288	2.50720	0.20797	\$22.51	
08/30	06:17	556741	Macie Berg	61484	9.7	UE10	7.522	2.50600	0.20797	\$20.42	
				Miles:	1157	9.6	121.468			\$337.55	31
UNIT 09 – 2020 FORD EXPLORER											
08/01	23:11	402759	ALEX THIBO	73297	11.6	UE10	11.392	2.80810	0.20797	\$34.36	
08/05	01:23	556738	ALEX THIBO	73476	10.5	UE10	17.066	2.60810	0.20797	\$48.06	
08/08	21:16	402759	ALEX THIBO	73621	9.7	UE10	14.924	2.80890	0.20797	\$45.01	
08/10	20:03	402759	RUDY GUERR	73745	7.3	UE10	16.953	2.80840	0.20797	\$51.14	
08/12	02:38	556613	RUDY GUERR	78212	0.0	UE10	11.516	2.56770	0.20797	\$31.96	
08/14	02:59	556613	RUDY GUERR	72121	0.0	UE10	13.240	2.56800	0.20797	\$36.75	11
08/16	01:49	402759	ALEX THIBO	74018	0.0	UE10	17.088	2.80780	0.20797	\$51.54	



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DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
Unit 4 – 2019 Explorer (continued)											
08/23	04:45	556613	STEVEN DOD	59749	6.4	UE10	8.023	2.56760	0.20797	\$22.27	
08/28	04:51	556613	STEVEN DOD	59852	9.4	UE10	10.915	2.50850	0.20797	\$29.64	
08/29	04:16	556613	STEVEN DOD	59909	6.2	UE10	9.218	2.50710	0.20797	\$25.03	
08/30	03:29	556613	STEVEN DOD	59969	8.3	UE10	7.202	2.50630	0.20797	\$19.56	
08/31	03:42	556613	STEVEN DOD	60042	10.5	UE10	6.926	2.50650	0.20797	\$18.81	
				Miles:	1398	8.0		200.899		\$556.47	31
UNIT 5 – 2017 FORD EXPLORER											
08/13	11:36	350503	Michael Ro	129988	14.6	UE10	13.150	2.78860	0.20797	\$39.40	
				Miles:	192	14.6		13.150		\$39.40	31
Unit 5 – 2023 Explorer											
08/01	16:00	556741	Justin Jus	7835	7.1	UE10	8.675	2.60750	0.20797	\$24.43	
08/02	15:40	556741	Justin Jus	7884	6.2	UE10	7.948	2.60700	0.20797	\$22.38	
08/04	16:56	402759	Justin Jus	7950	7.8	UE10	8.499	2.80740	0.20797	\$25.63	
08/06	03:28	402759	Justin Jus	7995	5.4	UE10	8.410	2.80740	0.20797	\$25.36	
08/08	10:06	556741	Justin Jus	8074	6.9	UE10	11.419	2.56850	0.20797	\$31.70	
08/08	17:30	556741	Justin Jus	8096	5.5	UE10	4.002	2.56870	0.20797	\$11.11	
08/10	22:22	402759	Justin Jus	8124	6.7	UE10	4.159	2.81080	0.20797	\$12.55	
08/14	10:53	556741	Justin Jus	8206	8.2	UE10	10.045	2.56750	0.20797	\$27.88	
08/14	17:10	402759	Justin Jus	8238	8.1	UE10	3.971	2.81040	0.20797	\$11.98	
08/16	05:58	556613	Justin Jus	8298	5.9	UE10	10.088	2.56740	0.20797	\$28.00	
08/17	07:34	556613	Justin Jus	8341	5.1	UE10	8.506	2.56760	0.20797	\$23.61	
08/18	15:29	556613	Justin Jus	8424	6.6	UE10	12.669	2.56850	0.20797	\$35.17	
08/22	05:55	556613	Justin Jus	8463	4.6	UE10	8.504	2.56700	0.20797	\$23.60	
08/22	16:26	556741	Justin Jus	8501	6.2	UE10	6.132	2.56690	0.20797	\$17.02	
08/28	17:08	556613	Justin Jus	8566	6.7	UE10	9.654	2.50780	0.20797	\$26.22	
08/29	17:23	556741	Justin Jus	8604	5.4	UE10	7.016	2.50860	0.20797	\$19.06	
08/30	16:00	556741	Justin Jus	8658	8.0	UE10	6.725	2.50560	0.20797	\$18.26	
				Miles:	885	6.5		136.422		\$383.96	31
UNIT 6 – 2013 FORD EXPLORER											
08/29	14:40	556613	ROCCA, DAR	95950	12.7	UE10	10.927	2.50760	0.20797	\$29.67	
				Miles:	139	12.7		10.927		\$29.67	41
Unit 6 – 22 Explorer											
08/03	18:17	556613	Laranda Pi	28373	8.6	UE10	13.620	2.60870	0.20797	\$38.35	
08/10	01:40	556741	Laranda Pi	28450	6.9	UE10	11.096	2.56850	0.20797	\$30.80	
08/11	19:36	556741	Laranda Pi	28518	6.1	UE10	11.239	2.56780	0.20797	\$31.19	
08/12	21:17	556613	Laranda Pi	28544	3.7	UE10	7.043	2.56710	0.20797	\$19.55	
08/18	20:02	556613	Laranda Pi	28647	8.4	UE10	12.192	2.56810	0.20797	\$33.85	
08/23	22:14	556613	Laranda Pi	28727	8.9	UE10	9.022	2.50720	0.20797	\$24.50	
08/25	01:47	556613	Laranda Pi	28788	7.2	UE10	8.522	2.50760	0.20797	\$23.14	
				Miles:	532	7.1		72.734		\$201.38	31
Unit 7 – 2020 Ford Explorer											
08/02	20:32	402759	Jennifer M	47939	6.2	UE10	12.369	2.80860	0.20797	\$37.31	
08/06	07:59	556613	Jennifer M	48077	8.9	UE10	15.527	2.56780	0.20797	\$43.10	
08/09	15:20	556613	Jennifer M	48161	6.3	UE10	13.293	2.56830	0.20797	\$36.90	
08/10	16:11	556613	Jennifer M	48228	5.7	UE10	11.685	2.56830	0.20797	\$32.44	
08/12	09:14	927808	Jennifer M	48366	8.2	UE10	16.763	2.70780	0.20797	\$48.88	
08/14	09:51	556613	DAVID HANC	48483	6.6	UE10	17.770	2.56780	0.20797	\$49.33	
08/20	12:26	556613	Jennifer M	48585	6.7	UE10	15.291	2.56820	0.20797	\$42.45	
08/23	17:06	556741	Jennifer M	48674	6.8	UE10	13.170	2.50870	0.20797	\$35.77	
08/25	15:21	556741	Jennifer M	48740	5.0	UE10	13.319	2.50850	0.20797	\$36.17	
08/27	08:57	556613	Jennifer M	48859	8.0	UE10	14.943	2.50890	0.20797	\$40.59	
				Miles:	997	6.8		144.130		\$402.94	31
UNIT 8 – 2015 EXPLORER											
08/13	13:22	556613	MARK BLUM	144920	0.0	UE10	11.870	2.56950	0.20797	\$32.96	11
				Miles:	----	----	11.870			\$32.96	31



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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 32 - FIRE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
2022 F150 – Unit 103											
08/05	14:45	556613	JUSTIN TRE	16993	10.7	UE10	11.893	2.56790	0.20797	\$33.01	
08/13	07:33	556613	JUSTIN TRE	17161	10.1	UE10	16.561	2.56870	0.20797	\$45.98	
08/17	11:47	556613	JUSTIN TRE	17261	8.8	UE10	11.376	2.56770	0.20797	\$31.58	
08/26	16:47	556613	JUSTIN TRE	17442	11.7	UE10	15.520	2.50840	0.20797	\$42.15	
			Miles:	576	10.3		55.350			\$152.72	33
2022 F250 – Rescue 37											
08/04	12:46	556613	HADEN GROV	12514	0.0	UE10	14.910	2.60830	0.20797	\$41.98	11
08/09	07:27	556613	Cole White	12624	6.9	UE10	16.045	2.56780	0.20797	\$44.53	
08/12	16:21	556741	Ryan Willi	12700	6.6	UE10	11.565	2.56810	0.20797	\$32.10	
08/16	20:17	556741	Cole White	12794	6.0	UE10	15.742	2.56830	0.20797	\$43.70	
08/23	10:51	556613	TRAHAN, C.	12881	6.5	UE10	13.347	2.50840	0.20797	\$36.25	
08/26	09:25	556741	TRAHAN, C.	12941	4.1	UE10	14.600	2.50890	0.20797	\$39.66	
08/30	10:46	556613	Cole White	13034	6.2	UE10	15.004	2.50800	0.20797	\$40.75	
			Miles:	520	6.1		101.213			\$278.97	32
E6 – 05 PERICE											
08/05	15:20	556741	Cole White	120106	0.2	UDSL*	29.343	2.94760	0.20797	\$92.60	
			Miles:	5	.2		29.343			\$92.60	32
Unit 1 – 2012 F150 XLt pick up truck											
08/20	10:57	556741	Daniel Cal	61097	14.1	UE10	23.680	2.56840	0.20797	\$65.74	
08/26	09:01	556741	TRAHAN, C.	61270	15.3	UE10	11.282	2.50840	0.20797	\$30.65	
			Miles:	508	14.7		34.962			\$96.39	32
UNIT# 3 – 2012 PIERCE PUMPER											
08/11	15:30	927808	Daniel Cal	22966	0.8	UE10	29.625	3.00760	0.20797	\$95.27	3
08/28	09:25	556741	Ryan Willi	23000	1.4	UDSL*	24.429	2.94770	0.20797	\$77.09	
			Miles:	58	1.1		54.054			\$172.36	32
UNIT# 5 – 2012 PIERCE PUMPER											
08/03	20:13	556613	Ryan Willi	24000	0.0	UDSL*	34.360	2.94820	0.20797	\$108.44	11
08/12	15:45	556741	MONTIJO DU	24985	46.9	UDSL*	21.017	2.94860	0.20797	\$66.33	
08/22	01:15	556741	Ryan Willi	25068	3.0	UDSL*	28.130	2.94770	0.20797	\$88.77	
			Miles:	1068	25.0		83.507			\$263.54	32
UNIT2 – 2011 FORD F150											
08/13	11:43	556613	Paul Washb	54520	12.2	UE10	19.983	2.56770	0.20797	\$55.47	
			Miles:	244	12.2		19.983			\$55.47	32
Department: 32 - FIRE DEPARTMENT						UE10	241.133			\$678.82	
						UDSL*	137.279			\$433.23	
Department Totals -							378.412			\$1,112.05	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Express Mart #26	5410 W Parkway St	Groves	TX
927808	B&b Mini Mart #2	3301 Cleveland Ave	Groves	TX



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FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 41 - INSPECTIONS & PERMITS

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
72 – 2001 FORD F150 PU											
08/13	11:09	556613	MAYEA, ADA	63458	9.4	UE10	24.658	2.56870	0.20797	\$68.46	
08/30	09:58	556613	MAYEA, ADA	63708	10.8	UE10	23.222	2.50840	0.20797	\$63.07	38
				Miles:	481	10.1	47.880			\$131.53	
UNIT77 – 2020 F150 INSPECTIONS											
08/01	13:39	556741	DON PEDRAZ	18095	44.6	UE10	13.008	2.60840	0.20797	\$36.63	
08/19	14:55	556741	DON PEDRAZ	18319	13.9	UE10	16.125	2.56810	0.20797	\$44.76	38
				Miles:	804	29.3	29.133			\$81.39	
Department: 41 - INSPECTIONS & PERMITS						UE10	77.013			\$212.92	
							Department Totals -	77.013		\$212.92	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exxpress Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Exxpress Mart #26	5410 W Parkway St	Groves	TX



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FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 44 - STREET DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
23 – 2007 F650 DUMP											
08/13	13:50	556613	Julian Mel	36974	0.0	UDSL*	5.629	2.94720	0.20797	\$17.76	
08/19	14:43	927808	Julian Mel	36994	3.1	UE10	6.406	3.00660	0.20797	\$20.60	3
				Miles:	20	3.1	12.035			\$38.36	44
31 – 2010 F650 DUMP TRUCK											
08/22	13:53	556613	STEVEN PAP	40352	2.7	UDSL*	34.309	2.94820	0.20797	\$108.28	
				Miles:	93	2.7	34.309			\$108.28	44
34 – FLATBED											
08/01	14:20	556613	Cory Sande	66992	9.0	UDSL*	14.020	2.94790	0.20797	\$44.24	
08/05	14:12	556613	Cory Sande	67107	10.5	UDSL*	10.988	2.94870	0.20797	\$34.68	
				Miles:	241	9.8	25.008			\$78.92	44
38 – 2020 f-350											
08/05	14:12	556613	STEVE SANC	24694	7.5	UE10	25.665	2.56850	0.20797	\$71.25	
08/12	12:53	556613	STEVE SANC	24831	7.6	UE10	18.000	2.56780	0.20797	\$49.97	
08/15	13:29	556613	STEVEN PAP	24956	7.3	UE10	17.025	2.56680	0.20797	\$47.25	
08/19	14:43	927808	Jared Grai	25029	7.5	UE10	9.669	2.70870	0.20797	\$28.20	
08/21	14:34	927808	Jared Grai	25050	1.8	UE10	11.670	2.70870	0.20797	\$34.03	
08/26	14:18	556613	Cory Sande	25102	4.0	UE10	12.840	2.50780	0.20797	\$34.87	
				Miles:	600	6.0	94.869			\$265.57	44
39 – 2012 Ford F350											
08/09	14:10	556613	Howard Zac	79913	7.4	UE10	15.908	2.56850	0.20797	\$44.16	
08/14	13:03	556613	Howard Zac	79983	9.3	UE10	7.567	2.56770	0.20797	\$21.01	
08/16	08:11	556613	Julian Mel	80073	9.3	UE10	9.675	2.56740	0.20797	\$26.86	
08/20	13:54	556613	Howard Zac	80167	10.3	UE10	9.136	2.56680	0.20797	\$25.36	
08/23	14:13	556613	Julian Mel	80204	6.5	UE10	5.691	2.50920	0.20797	\$15.46	
				Miles:	408	8.6	47.977			\$132.85	44
50 – 99 FORD DUMP											
08/16	08:40	556613	Julian Mel	94903	6.1	UDSL*	6.102	2.94820	0.20797	\$19.26	
				Miles:	37	6.1	6.102			\$19.26	44
Unit 36 – 2008 F 150											
08/06	12:51	927808	MOORE, DAR	83593	9.6	UE10	23.405	2.70840	0.20797	\$68.25	
08/13	09:29	556613	MOORE, DAR	83765	9.6	UE10	17.870	2.56800	0.20797	\$49.61	
08/19	12:24	556613	MOORE, DAR	83953	8.9	UE10	21.035	2.56810	0.20797	\$58.39	
08/26	12:57	556613	MOORE, DAR	84162	11.6	UE10	17.983	2.50740	0.20797	\$48.84	
08/29	13:45	556613	STEVEN PAP	84299	10.3	UE10	13.260	2.50830	0.20797	\$36.01	
				Miles:	931	10.0	93.553			\$261.10	44
UNIT28 – 2006 FORD F550 PATCH TRUCK											
08/01	13:52	556613	Julian Mel	110258	7.0	UDSL*	7.945	2.94650	0.20797	\$25.07	
08/02	13:28	927808	Howard Zac	110313	7.5	UE10	7.377	3.20590	0.20797	\$25.20	3
08/05	13:25	556613	Howard Zac	110382	8.2	UDSL*	8.375	2.94690	0.20797	\$26.43	
08/06	13:22	556613	Howard Zac	110435	6.4	UDSL*	8.307	2.94690	0.20797	\$26.21	
08/07	14:04	556613	Howard Zac	110482	10.0	UDSL*	4.699	2.94960	0.20797	\$14.83	
08/08	14:22	556613	Cory Sande	110563	8.5	UDSL*	9.546	2.94680	0.20797	\$30.12	
08/14	14:00	556613	Julian Mel	110614	7.2	UDSL*	7.054	2.94870	0.20797	\$22.27	
08/16	14:13	556613	Jared Grai	110687	5.9	UDSL*	12.427	2.94760	0.20797	\$39.22	
08/21	13:40	556613	Howard Zac	110767	7.0	UDSL*	11.446	2.94780	0.20797	\$36.12	
08/22	13:29	556613	Howard Zac	110823	9.0	UDSL*	6.217	2.94840	0.20797	\$19.62	
				Miles:	621	7.7	83.393			\$265.09	44
Department: 44 - STREET DEPARTMENT						UE10	250.182			\$705.32	
						UDSL*	147.064			\$464.11	
Department Totals -							397.246			\$1,169.43	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	City of Groves	3911 Pure Atlantic Rd	Groves	TX



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FLEET MANAGEMENT REPORT

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 FLEET # 228771
 Name: CITY OF GROVES
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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 45 - DRAINAGE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
Unit 30 – 2004 Gradall T3100											
08/13	13:39	556613	STEVE SANC	5352	0.4	UDSL*	43.333	2.94810	0.20797	\$136.76	
08/20	14:26	556613	STEVE SANC	5366	0.6	UDSL*	24.692	2.94830	0.20797	\$77.93	
				Miles:	32	.5	68.025			\$214.69	44
Department: 45 - DRAINAGE DEPARTMENT						UDSL*	68.025			\$214.69	
						Department Totals -	68.025			\$214.69	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX



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Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 46-FACILITIES MAINTENANCE

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
1 – 05 FORD EXPEDITION											
08/05	07:42	556613	Garrett Hi	114483	6.6	UE10	15.219	2.60790	0.20797	\$42.85	
08/13	07:33	556613	JUSTIN TRE	114308	0.0	UE10	9.923	2.56780	0.20797	\$27.54	11
08/21	07:13	556613	JUSTIN TRE	114623	25.1	UE10	12.569	2.56820	0.20797	\$34.89	
08/30	13:38	556613	JUSTIN TRE	114786	7.9	UE10	20.680	2.50820	0.20797	\$56.17	
				Miles:	578	13.2	58.391			\$161.45	46
17 – 05 FORD EXPEDITION											
08/05	07:39	556613	MOBLEY, MI	118654	7.1	UE10	9.520	2.60820	0.20797	\$26.81	
08/07	07:38	556613	MOBLEY, MI	118748	10.0	UE10	9.444	2.56670	0.20797	\$26.21	
08/08	07:12	556613	MOBLEY, MI	118944	15.4	UE10	12.731	2.56780	0.20797	\$35.34	
08/13	07:24	556613	MOBLEY, MI	119027	9.6	UE10	8.603	2.56890	0.20797	\$23.89	
08/19	08:04	556613	MOBLEY, MI	119103	8.7	UE10	8.726	2.56700	0.20797	\$24.22	
08/21	07:21	556613	MOBLEY, MI	119187	14.6	UE10	5.736	2.56800	0.20797	\$15.92	
08/26	07:00	556613	MOBLEY, MI	119306	12.0	UE10	9.897	2.50780	0.20797	\$26.88	
08/29	07:02	556613	MOBLEY, MI	119418	11.0	UE10	10.217	2.50860	0.20797	\$27.75	
				Miles:	832	11.1	74.874			\$207.02	46
FORD16 – 05 FORD F150											
08/08	12:52	556613	Garrett Hi	162932	10.0	UE10	14.255	2.56890	0.20797	\$39.58	
				Miles:	143	10.0	14.255			\$39.58	46
MOWER – 04 TORO MOWER											
08/05	07:45	556613	Garrett Hi	1420	0.6	UE10	25.800	2.60810	0.20797	\$72.65	
08/13	07:37	556613	JUSTIN TRE	1438	0.6	UE10	29.900	2.56790	0.20797	\$83.00	
08/21	07:17	556613	JUSTIN TRE	1171	0.0	UE10	27.725	2.56810	0.20797	\$76.97	11
08/30	13:42	556613	JUSTIN TRE	1468	14.1	UE10	21.050	2.50880	0.20797	\$57.18	
				Miles:	331	5.1	104.475			\$289.80	46
Department: 46-FACILITIES MAINTENANCE						UE10	251.995			\$697.85	
Department Totals -							251.995			\$697.85	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exxpress Mart #27	3911 Pure Atlantic Rd	Groves	TX



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FLEET MANAGEMENT REPORT

Account # 217874
FLEET # 228771
Name: CITY OF GROVES
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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 55 - SOLIDWASTE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
59 – 2021 Freightliner											
08/01	13:35	556741	WOODS CLIN	37703	3.7	UDSL*	16.096	2.94860	0.20797	\$50.80	
08/05	14:29	556741	WOODS CLIN	37794	4.0	UDSL*	22.900	2.94850	0.20797	\$72.28	
08/06	15:27	556741	WOODS CLIN	37878	3.8	UDSL*	21.909	2.94810	0.20797	\$69.15	
08/07	15:12	556741	WOODS CLIN	37944	3.2	UDSL*	20.331	2.94770	0.20797	\$64.16	
08/08	15:15	556741	WOODS CLIN	38019	3.5	UDSL*	21.523	2.94750	0.20797	\$67.92	
08/12	13:59	556741	WOODS CLIN	38108	3.9	UDSL*	22.829	2.94760	0.20797	\$72.04	
08/13	14:46	556741	WOODS CLIN	38202	3.9	UDSL*	23.998	2.94820	0.20797	\$75.74	
08/14	14:19	556741	WOODS CLIN	38272	3.7	UDSL*	19.016	2.94750	0.20797	\$60.01	
08/15	13:28	556613	WOODS CLIN	38335	3.9	UDSL*	15.976	2.94820	0.20797	\$50.42	
08/19	14:22	556741	WOODS CLIN	38414	3.5	UDSL*	22.442	2.94800	0.20797	\$70.83	
08/20	14:48	556741	WOODS CLIN	38505	4.3	UDSL*	21.035	2.94790	0.20797	\$66.38	
08/21	14:50	556741	WOODS CLIN	38567	3.6	UDSL*	17.214	2.94820	0.20797	\$54.33	
08/22	14:49	556741	WOODS CLIN	38629	4.2	UDSL*	14.865	2.94920	0.20797	\$46.92	
08/26	13:41	556741	WOODS CLIN	38712	3.9	UDSL*	21.403	2.94820	0.20797	\$67.55	
08/27	14:03	556741	WOODS CLIN	38783	3.9	UDSL*	18.390	2.94780	0.20797	\$58.04	
08/28	15:03	556741	WOODS CLIN	38863	3.7	UDSL*	21.537	2.94750	0.20797	\$67.97	
08/29	15:08	556741	WOODS CLIN	38954	3.9	UDSL*	23.083	2.94810	0.20797	\$72.85	55
				Miles:	1310	3.8	344.547			\$1087.39	
Unit 42 – 2017 Mack Garbage Truck											
08/21	07:52	556741	BULLOCK M	67120	0.0	UDSL*	45.506	2.94770	0.20797	\$143.61	11
08/22	08:50	556741	BULLOCK M	67201	1.5	UDSL*	55.782	2.94770	0.20797	\$176.04	
08/26	09:18	556741	BULLOCK M	67278	2.3	UDSL*	34.139	2.94770	0.20797	\$107.73	
08/28	10:49	556741	Matthew Mc	67453	2.9	UDSL*	60.205	2.94810	0.20797	\$190.01	55
				Miles:	333	2.2	195.632			\$617.39	
Unit 44 – 2023 Autocar											
08/05	09:08	556741	BULLOCK M	2021	0.0	UDSL*	52.700	2.94800	0.20797	\$166.32	11
08/06	15:10	556613	BULLOCK M	20299	0.0	UDSL*	45.010	2.94800	0.20797	\$142.05	
08/08	09:04	556741	BULLOCK M	20388	2.0	UDSL*	44.212	2.94830	0.20797	\$139.54	
08/12	11:30	556741	BULLOCK M	20490	2.3	UDSL*	43.764	2.94830	0.20797	\$138.13	
08/14	11:19	556741	Matthew Mc	20593	1.9	UDSL*	54.400	2.94820	0.20797	\$171.69	
08/16	09:46	556613	BULLOCK M	20711	2.7	UDSL*	44.173	2.94840	0.20797	\$139.42	
08/20	08:05	927808	BULLOCK M	20794	2.7	UE10	30.593	3.00820	0.20797	\$98.39	3
08/20	13:55	556741	BULLOCK M	20860	2.0	UDSL*	32.833	2.94800	0.20797	\$103.62	
08/29	13:29	556741	Matthew Mc	20910	1.5	UDSL*	34.208	2.94810	0.20797	\$107.96	55
				Miles:	611	2.2	381.893			\$1207.12	
Unit 45 – 2023 Autocar											
08/01	12:43	556613	Brandan Ch	13578	0.1	UDSL*	23.813	2.94800	0.20797	\$75.15	
08/05	13:13	556741	Brandan Ch	13653	2.4	UDSL*	31.884	2.94790	0.20797	\$100.63	
08/06	14:58	556741	Matthew Mc	13730	2.9	UDSL*	26.775	2.94750	0.20797	\$84.50	
08/07	13:57	556741	Brandan Ch	13810	2.5	UDSL*	32.425	2.94770	0.20797	\$102.33	
08/08	13:29	556741	Brandan Ch	13882	2.6	UDSL*	27.331	2.94760	0.20797	\$86.25	
08/12	13:20	556741	Brandan Ch	13963	2.4	UDSL*	33.304	2.94830	0.20797	\$105.11	
08/13	12:53	556741	Brandan Ch	14040	2.7	UDSL*	28.132	2.94790	0.20797	\$88.78	
08/14	12:32	556741	Brandan Ch	14112	2.6	UDSL*	27.297	2.94790	0.20797	\$86.15	
08/15	12:42	556613	Brandan Ch	14179	2.7	UDSL*	25.033	2.94770	0.20797	\$79.00	
08/19	13:27	556741	Brandan Ch	14255	2.7	UDSL*	28.013	2.94790	0.20797	\$88.40	
08/20	12:52	556741	Brandan Ch	14327	2.4	UDSL*	29.887	2.94810	0.20797	\$94.33	
08/21	12:28	556741	Brandan Ch	14400	2.4	UDSL*	30.153	2.94800	0.20797	\$95.16	
08/22	13:13	556741	Brandan Ch	14445	2.1	UDSL*	21.496	2.94800	0.20797	\$67.85	
08/26	13:00	556741	Brandan Ch	14522	2.5	UDSL*	31.239	2.94790	0.20797	\$98.59	
08/27	12:55	556741	Brandan Ch	14595	2.5	UDSL*	29.175	2.94770	0.20797	\$92.08	
08/28	13:09	556741	Brandan Ch	14671	2.7	UDSL*	28.639	2.94810	0.20797	\$90.38	
08/29	12:41	556741	Brandan Ch	14719	2.0	UDSL*	23.984	2.94780	0.20797	\$75.69	55
				Miles:	1144	2.4	478.580			\$1510.38	



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Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 63- WATER PLANT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
UNIT100 – 2015 F100											
08/05	10:56	556613	MOLBERT D	37857	12.5	UE10	12.603	2.56760	0.20797	\$34.98	
08/12	12:37	556613	THOMAS, RO	37958	14.4	UE10	6.997	2.56680	0.20797	\$19.42	
08/15	10:40	556613	MOLBERT D	1999	0.0	UE10	15.139	2.56750	0.20797	\$42.02	11
08/30	10:18	556613	MOLBERT D	38085	0.0	UE10	10.927	2.50760	0.20797	\$29.67	
Miles:				258	13.5		45.666			\$126.09	<i>603</i>
Department: 63- WATER PLANT						UE10	45.666			\$126.09	
Department Totals -							45.666			\$126.09	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
 MATCHING STATEMENT # NP67060445
 Page: 17 of 23

Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 64 - WASTEWATER PLANT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
- WASTE WATER MISC											
08/01	12:50	556613	FOSTER, DO	100	9.3	UE10	10.009	2.60870	0.20797	\$28.19	
08/06	11:16	927808	PIPPIN, JA	0	0.0	UE10	10.345	2.70760	0.20797	\$30.16	11
08/13	09:34	927808	SELTZEN, C	7	0.7	UE10	10.397	2.70850	0.20797	\$30.32	
08/13	12:32	927808	PIPPIN, JA	0	0.0	UE10	8.761	2.70750	0.20797	\$25.55	11
Miles:				100	5.0		39.512			\$114.22	<i>64</i>
101 – 2019 Ford F150											
08/13	09:36	927808	SELTZEN, C	28725	12.3	UE10	16.149	2.70790	0.20797	\$47.08	
08/22	11:44	927808	COBY DOUCE	28841	11.4	UE10	10.164	2.70860	0.20797	\$29.64	
Miles:				315	11.9		26.313			\$76.72	<i>64</i>
Department: 64 - WASTEWATER PLANT						UE10	65.825			\$190.94	
Department Totals -							65.825			\$190.94	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX
927808	B&b Mini Mart #2	3301 Cleveland Ave	Groves	TX



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
 MATCHING STATEMENT # NP67060445
 Page: 18 of 23

Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 66 - WATER BILLING

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
63 – 2008 FORD RANGER											
08/02	12:54	556741	Nick Tran	125015	10.5	UE10	11.306	2.60840	0.20797	\$31.84	
08/07	13:40	556613	Nick Tran	125154	11.5	UE10	12.055	2.56820	0.20797	\$33.47	
08/12	07:38	556741	Nick Tran	125270	12.4	UE10	9.387	2.56740	0.20797	\$26.06	
08/14	14:10	556741	Nick Tran	125399	11.6	UE10	11.140	2.56820	0.20797	\$30.92	
08/19	12:43	556741	Nick Tran	125511	10.7	UE10	10.434	2.56760	0.20797	\$28.96	
08/21	14:26	556613	Nick Tran	125658	15.0	UE10	9.824	2.56820	0.20797	\$27.27	
08/26	12:44	556741	Nick Tran	125799	12.2	UE10	11.562	2.50820	0.20797	\$31.40	
08/29	09:40	556741	Nick Tran	125949	13.5	UE10	11.080	2.50810	0.20797	\$30.09	
				Miles:	1053	12.2	86.788			\$240.01	<i>lele</i>

Department: 66 - WATER BILLING

UE10 86.788
 Department Totals - 86.788

\$240.01
 \$240.01

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exxpress Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Exxpress Mart #26	5410 W Parkway St	Groves	TX



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # 217874
FLEET # 228771
Name: CITY OF GROVES
MATCHING STATEMENT # NP67060445
Page: 19 of 23

Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 67 - WATER DISTRIBUTION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
55 – 2020 f-350 utilities											
08/02	12:28	556613	Brandt Whi	30890	0.0	UE10	39.526	2.60820	0.20797	\$111.31	3
08/12	13:52	556613	Brandt Whi	31188	6.9	UE10	43.296	2.56810	0.20797	\$120.19	3
08/19	13:39	556613	Adrian And	31358	5.7	UE10	29.566	2.56820	0.20797	\$82.08	3
08/23	12:00	556613	Brandt Whi	31554	7.3	UE10	26.891	2.50790	0.20797	\$73.04	3
08/28	14:35	556613	Corey Burt	81000	0.0	UE10	21.527	2.50710	0.20797	\$58.46	3
				Miles:	664	6.6	160.806			\$445.08	67
58 – 2012 Ford F350											
08/01	14:14	556613	Corey Burt	80313	0.0	UE10	7.508	2.60790	0.20797	\$21.15	11
08/02	14:12	556613	Corey Burt	81370	0.0	UE10	5.913	2.60780	0.20797	\$16.65	
08/20	08:55	556613	Corey Burt	81557	8.3	UE10	22.584	2.56820	0.20797	\$62.70	
				Miles:	187	8.3	36.005			\$100.50	67
Komatsu 35 – 67											
08/07	07:24	556613	Adrian And	5075	2.0	UDSL*	4.023	2.94810	0.20797	\$12.69	
08/14	07:33	556613	Corey Burt	290	0.0	UDSL*	3.580	2.94970	0.20797	\$11.30	11
08/22	08:48	556613	Brandt Whi	5085	0.0	UDSL*	5.336	2.94600	0.20797	\$16.83	
				Miles:	8	2.0	12.939			\$40.82	67
TB216 – taKEUCHI											
08/01	07:29	556613	Corey Burt	238	7.2	UDSL*	2.222	2.95230	0.20797	\$7.01	
08/14	10:03	556613	Brandt Whi	539	0.0	UDSL*	3.430	2.95040	0.20797	\$10.83	
08/30	18:11	556613	Corey Burt	230	0.0	UDSL*	3.191	2.94890	0.20797	\$10.07	11
				Miles:	16	7.2	8.843			\$27.91	67
unit 81 – 2020 F150 WATER BILLING											
08/07	08:12	556613	Nick Potte	22289	0.0	UE10	11.294	2.56770	0.20797	\$31.35	11
08/16	11:10	556613	Glen Boudo	22423	14.3	UE10	9.339	2.56670	0.20797	\$25.92	
08/30	13:40	556613	Nick Potte	22502	12.4	UE10	6.357	2.50750	0.20797	\$17.27	
				Miles:	213	13.4	26.990			\$74.54	67
UNIT51 – 2006 F-350 4 DOOR											
08/05	08:43	556613	SAWYER GRE	83578	0.0	UDSL*	12.809	2.94870	0.20797	\$40.43	11
				Miles:	-----	-----	12.809			\$40.43	67
Unit57 – 2009 F150											
08/05	07:37	556613	SAWYER GRE	78471	10.9	UE10	18.218	2.60790	0.20797	\$51.30	
08/13	09:58	556613	CATHEY, PA	78673	10.1	UE10	19.936	2.56770	0.20797	\$55.34	
08/16	07:51	556613	SAWYER GRE	78754	6.1	UE10	13.256	2.56870	0.20797	\$36.80	
08/20	11:32	556613	SAWYER GRE	78795	9.8	UE10	4.189	2.56860	0.20797	\$11.63	
08/26	08:47	556613	SAWYER GRE	78924	9.9	UE10	13.041	2.50750	0.20797	\$35.41	
08/30	12:49	556613	SAWYER GRE	79085	10.5	UE10	15.374	2.50880	0.20797	\$41.76	
				Miles:	813	9.6	84.014			\$232.24	67
UNIT70 – 2010 F150 P/U											
08/02	07:10	556613	Adrian And	123286	12.7	UE10	19.875	2.60780	0.20797	\$55.97	
08/12	10:48	556613	Corey Burt	123467	10.2	UE10	17.710	2.56750	0.20797	\$49.16	
08/16	13:40	556613	Corey Burt	123555	9.0	UE10	9.768	2.56860	0.20797	\$27.12	
08/22	14:49	556613	Corey Burt	125234	0.0	UE10	11.702	2.56880	0.20797	\$32.49	
				Miles:	522	10.6	59.055			\$164.74	67
Department: 67 - WATER DISTRIBUTION						UE10	366.870			\$1,017.10	
						UDSL*	34.591			\$109.16	
Department Totals -							401.461			\$1,126.26	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
 MATCHING STATEMENT # NP67060445
 Page: 20 of 23

Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: 68 - WASTEWATER COLLECTION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
VACUUM – 2012 VACUUM TRUCK											
08/26	14:14	556613	STEVE SANC	14299	0.5	UDSL*	51.594	2.94800	0.20797	\$162.83	
			Miles:	26	.5		51.594			\$162.83	69
Department: 68 - WASTEWATER COLLECTION						UDSL*	51.594			\$162.83	
						Department Totals -	51.594			\$162.83	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exppress Mart #27	3911 Pure Atlantic Rd	Groves	TX



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # 217874
 FLEET # 228771
 Name: CITY OF GROVES
 MATCHING STATEMENT # NP67060445
 Page: 21 of 23

Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 8/1/2024 – 8/31/2024

Department: Garage

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
Unit 103 – 2011 F 350											
08/21	07:14	556613	Garrett Hi	999461	0.0	UDSL*	13.286	2.94820	0.20797	\$41.93	
08/30	10:23	556613	Garrett Hi	99616	0.0	UDSL*	13.011	2.94830	0.20797	\$41.06	11
				Miles:	-----		26.297			\$82.99	40
Unit 92 – 08 FORD F-150											
08/05	09:06	556613	CATHEY, PA	99200	8.7	UE10	17.845	2.60690	0.20797	\$50.24	
08/26	11:04	556741	CATHEY, PA	99390	11.3	UE10	16.792	2.50770	0.20797	\$45.61	
				Miles:	346	10.0	34.637			\$95.85	42

SubDepartment: 42

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
93 – 04 FORD F350											
08/07	13:03	556613	Mark Berge	77400	7.2	UE10	15.868	2.56930	0.20797	\$44.06	
08/13	09:23	556613	Mark Berge	77435	6.4	UE10	5.444	2.56610	0.20797	\$15.10	
				Miles:	150	6.8	21.312			\$59.16	42

SubDepartment: 42

UE10 21.312 \$59.16
 SubDept Totals - 21.312 \$59.16

Department: Garage

UE10 55.949 \$155.01
 UDSL* 26.297 \$82.99
 Department Totals - 82.246 \$238.00

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
556613	Exxpress Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Exxpress Mart #26	5410 W Parkway St	Groves	TX

OTHER CHARGES

09/02/2024	Extended Network Pricing	\$51.00
09/02/2024	Fraud Protector Fee	\$396.00
09/02/2024	Accelerator Rewards Elite	\$594.00
09/02/2024	Regular Package Fee	\$599.00
09/02/2024	Monthly Billing Cycle Fee	\$300.00
Total Other Charges		\$1,940.00

Site Updates

New Sites

Name	Address	City	State	Description	Fuel	Diesel	Maint.	Pay at Pump	Open 24 Hrs
70 West Shell	1445 Hwy 70 West	Alamogordo	NM	Shell	Y	Y		Y	
Capitan Shell	420 W 1st	Capitan	NM	Shell	Y	Y		Y	
Edith Shell	501 Candelaria Rd Ne	Albuquerque	NM	Shell	Y	Y		Y	
Fiesta Shell	1725 S Canal	Carlsbad	NM	Shell	Y	Y		Y	
Grab N Geaux #6	7067 Hwy 27 S	Sulphur	LA	Shell	Y	Y		Y	
Grab N Geaux #8	1901 Sam Houston Jones Pkwy	Sulphur	LA	Shell	Y	Y			Y
Hermosa Shell	1304 S First St	Artesia	NM	Shell	Y	Y		Y	
Holiday Shell	2645 S Valley Dr	Las Cruces	NM	Shell	Y			Y	
Kum & Go #0948	55 Lusher Ct	Frisco	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0952	3354 E Lincolnway	Cheyenne	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #131	1706 Hwy 210	Huxley	IA	Kum & Go	Y	Y		Y	Y
Kum & Go #1903	700 E Victory Way	Craig	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #1957	4505 Ridge Rd	Cheyenne	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #2926	2510 Gilstrap Ct	Glenwood Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #4951	105 6th St	Glenwood Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #901	895 Yampa Ave	Craig	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #902	1302 W Victory Way	Craig	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #905	905 Main St	Silt	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #906	10 Stone Quarry Rd	Parachute	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #907	101 Ruby Ranch Rd	Silverthorne	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #909	605 Park Ave	Kremmling	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #914	7027 W 20th St	Greeley	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #920	2032 Curve Plaza	Steamboat Springs	CO	Kum & Go	Y	Y		Y	
Kum & Go #921	120 E 1st St	Rifle	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #922	120 E 26th St	Rifle	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #927	801 Castle Valley Blvd	New Castle	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #928	80 Anglers Dr	Steamboat Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #935	103 Oakridge Dr	Gypsum	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #953	109 N Main St	Buffalo	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #959	719 N Us Highway 14-16	Gillette	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #961	310 Skyline Dr	Gillette	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #967	104 Desert Blvd	Rock Springs	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #969	1520 9th St	Rock Springs	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #970	312 S 1st St	Saratoga	WY	Kum & Go	Y	Y		Y	Y
Kum & Go #975	1319 Miner Street	Idaho Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #978	18 Market Dr	Eagle	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #979	3910 Foothills Blvd	Rock Springs	WY	Kum & Go	Y	Y		Y	Y
La Huerta Shell	1401 N Canal	Carlsbad	NM	Shell	Y	Y		Y	
Llano Shell	1700 St Michaels Dr	Santa Fe	NM	Shell	Y	Y		Y	
Loving Shell	100 N 8th St	Loving	NM	Shell	Y	Y		Y	
Maverik Store #5010	317 E Main St	Rangely	CO	Maverik	Y	Y		Y	
Maverik Store #5031	705 Taughenbaugh Blvd	Rifle	CO	Maverik	Y	Y		Y	Y
Maverik Store #5150	8150 6th St	Wellington	CO	Maverik	Y	Y		Y	Y
Maverik Store #5199	115 Knobcone Dr	Loveland	CO	Maverik	Y	Y		Y	Y
Maverik Store #5200	4530 Highway 6	De Beque	CO	Maverik	Y	Y		Y	Y
Maverik Store #5201	308 W Agate Ave	Granby	CO	Maverik	Y	Y		Y	Y
Maverik Store #5202	70 W Bridge St	Brighton	CO	Maverik	Y	Y		Y	Y
Maverik Store #5279	3033 8th Ave	Evans	CO	Maverik	Y	Y		Y	Y
Maverik Store #5368	230 W Jefferson Ave	Hayden	CO	Maverik	Y	Y		Y	Y
Maverik Store #641	1020 Sunset Blvd	Rocklin	CA	Maverik	Y	Y		Y	Y
Maverik Store #722	42582 Old Best Frontage Rd	Baker City	OR	Maverik	Y	Y		Y	
Maverik Store #732	468 E 33rd North	Idaho Falls	ID	Maverik	Y	Y		Y	
Maverik Store #764	1280 W Cleveland	Saint Johns	AZ	Maverik	Y	Y		Y	
Maverik Store 3750	1410 E Main St	Roswell	NM	Maverik	Y	Y		Y	Y
Maverik Store 747	2359 W California Ave	Salt Lake City	UT	Maverik	Y	Y		Y	
Montgomery Shell	4401 San Mateo Blvd Ne	Albuquerque	NM	Shell	Y	Y		Y	

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: August 24, 2024

P.O. NUMBER: 09-37815

TO: KEVIN CARRUTH

FROM: EDDIE CATHEY

Purchase Recommendation

Recommended Company: HEIL OF TEXAS			
Items to be Purchased: REPAIR			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
LABOR	1	5775.00	5775
PARTS SURCHARGE	1	75	75
	1		
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval before ordering!</i>			5850.00*

REASONS FOR PURCHASE:

G3WD ROTATOR MOTER REBUILD

QUOTES

	COMPANY NAME	COST
1.	SOLE VENDER	5850
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 01-5-44-03030 VENDOR NUMBER: 01-330219

Requested by: _____ Date: _____

Approved by:  Date: 8-4-2024
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

09-37815



HEIL OF TEXAS

5900 Wheeler
Houston, Texas 77023
Phone (713) 923-7600
Fax: (713) 923-5522

Remit To: Interstate Billing Service
PO Box 2208
Decatur, AL 35609-2208

DISCLAIMERS OF WARRANTIES

Any warranties on the product sold hereby are those made by the manufacturer. The seller, HEIL OF TEXAS, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller, HEIL OF TEXAS, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 26 AUG 24	YOUR ORDER NO. EDDIE	DATE SHIPPED 26 AUG 24	INVOICE DATE	INVOICE NUMBER Q54650
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ESTIMATE

S O L D T O	ACCT. NO. 403527	S H I P T O	IBS ACCT. # (099)040-3527	PAGE 1 OF 1
	CITY OF GROVES PO BOX 846 GROVES, TX 77619-0846		CITY OF GROVES PO BOX 846 GROVES, TX 77619-0846	

SHIP VIA DELIVERY	SLSM. AG	B/L NO.	TERMS CHARGE NON TAXABLE	F.O.B. POINT HOUSTON, TX			
ORD	QUANTITY SHIP	DIN	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	1	TEST	ROTATOR-HRM	GRADALL RO8662.50	5775.00	5,775.00	
* * ABOVE PART IS NON RETURNABLE * *							
1 WEEK REBUILD TIME THANK YOU EDDIE!							
PARTS PARTS SURCHARGE 75.00							
\\\\\\\\ PARTS / SERVICE E-S-T-I-M-A-T-E ONLY \\\\							
WARRANTY PARTS MUST BE RETURNED WITHIN 14 CALENDAR DAYS TO BE ELIGIBLE FOR WARRANTY CONSIDERATION.							
THANKS FOR YOUR BUSINESS							
OUR HOURS ARE 8:00-5:00 MON-FRI							
PHONE 713-923-7600 FAX 713-923-5522							
****HEIL OF TEXAS****							
5900 WHEELER HOUSTON TX							
CUSTOMER'S SIGNATURE							
16:15 X							
PARTS 5,850.00							
SUBLET							
FREIGHT 0.00							
SALES TAX 0.00							
TOTAL \$5,850.00							

ALL BILLS DUE AND PAYABLE IN OUR OFFICES - Interstate Billing Service · PO Box 2208 · Decatur, AL 35609-2208

TERMS: Due and payable on receipt of invoice subject to a late charge at the highest rate permitted by law, but not to exceed two (2%) per month if unpaid by the last day of month following the statement date. The late charge is not intended as an alternative to payment when due. ALL RETURNED PARTS ARE SUBJECT TO A RESTOCKING CHARGE. PARTS MUST BE RETURNED ALONG WITH INVOICE WITHIN 30 DAYS OR CREDIT WILL NOT BE RETURNED. NO RETURNS ON ELECTRICAL ITEMS.

P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-37915

08/28/2024

ISSUED TO: VEND #: 01-330219
HEIL OF TEXAS
INTERSTATE BILLING SERVICE
PO BOX 2208
DECATUR, AL 35609-2208

SHIP TO:
City of Groves City Hall
3947 Lincoln Avenue
Groves, TX 77619
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	REBUILD ROTATOR REBUILD ROTATOR MOTER #Q54650 \$5850.00	01 -5-44-03-030	EQUIPMENT M&R 5,850.00	5,850.00

*** TOTAL *** 5,850.00

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH

P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-37951

09/05/2024

ISSUED TO: VEND #: 01-11700
 LOWER NECHES VALLEY AUTHORITY
 PO BOX 5117

 BEAUMONT, TX 77726

SHIP TO:
City of Groves City Hall
3947 Lincoln Avenue
Groves, TX 77619
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	RAW WATER PURCHASED RAW WATER PURCHASED	11 -5-63-02-110	24,750.00	24,750.00

RECEIVED
SEP 12 2024
FINANCE

*** TOTAL *** 24,750.00

ORDERED BY: DAVID MOLBERT
APPROVED BY: TROY W. FOXWORTH

CUSTOMER BILL



LOWER NECHES VALLEY AUTHORITY

Customer # 029
Bill Date 8/31/2024

Bill # 12782
PO #

PICT 33670
PO# 09-37951

CITY OF GROVES
ACCOUNTS PAYABLE
3947 LINCOLN AVE
GROVES, TX 77619

7850 Eastex Freeway
Beaumont, Texas, 77708-2815
Phone: (409) 892-4011

Billing Summary

Account Balance		Bill Summary			
Previous Account Balance	\$24,750.00	August Billing Period	8/1/2024 To 8/31/2024		
New Charges/Penalties	\$24,750.00	Billed Usage	75,000.020 KGal	Contracted Gallons	75,000,000
Account Balance	\$49,500.00				
Due Date	9/30/2024				

Billing Details

Description	Billed Qty	Rate	Amount
Contract Rate	75,000.02 KGal	0.3300	\$24,750.00
Total	75,000.02 KGal		\$24,750.00

Meter Details

Location	Previous Read	Current Read	Actual Usage
City of Groves	135.5510	208.6140	73,063,000.0000 Gal
		Total	73,063,000.0000 Gal

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: September 9, 2024

P.O. NUMBER: 09-37890

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
1.	SOLE SOURCE
2.	
3.	
4.	
5.	

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

Requested by: *David Molbert* Date: 9-9-24

Approved by: *[Signature]* Date: 9-9-2024
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: September 4, 2024
 TO: Kevin Carruth

P.O. NUMBER: 09-37937
 FROM: Coby Doucet

Purchase Recommendation				
Recommended Company: PVS DX,INC(33654)				
Items to be Purchased: CL2 AND SO2				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-02-140	CL2	5	\$1,710.00	\$8,550.00
11-5-64-02-140	SO2	2	\$1,500.00	\$3,000.00
11-5-64-02-140	SUPER FUND TAX	1	\$27.00	\$27.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval before ordering!				\$11,577.00

REASONS FOR PURCHASE:

CL2 AND SO2 FOR DISINFECTION AND DECHLORINATION OF TREATED WASTEWATER.

RECEIVED

SEP 05

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

Approved by: 
 (PW Director)

Date: 9-5-2024

Approved by: _____
 (City Manager)

Date: _____

Date Council Approved _____

PO # 07-31400
 Packet # 33452



6425 Highway 347
 Beaumont TX 77705
Customer Service (409) 724-2371
 RepublicServices.com/Support

Account Number 3-0862-9486201
Invoice Number 0862-001200037
Invoice Date August 26, 2024
Past Due on 08/26/24 \$9,949.51
Payments/Adjustments \$0.00
Current Invoice Charges \$10,109.37

Important Information
 Dear Valued Customer, our remit to address has changed! Please note the updated PO Box address in the "Make Checks Payable To" section and remember to include the bottom portion of the invoice with your payment.

Total Amount Due \$20,058.88	Payment Due Date Past Due
--	-------------------------------------

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Act Once Hair Studio 3710 Lincoln Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Advanced Fiberglass 6171 Hansen Blvd PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Air Solutions 4748 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Cacique Rebeca J 3048 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Castillo Enrique 6099 Smith PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Christina Touch 3320 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93

Past Due	30 Days \$9,949.51	60 Days \$0.00	90+ Days \$0.00
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6425 Highway 347
 Beaumont TX 77705

Please Return This
 Portion With Payment

Total Enclosed

Return Service Requested

GROVES COMMERCIAL
 MICHAEL TETRUP
 3947 LINCOLN AVE
 GROVES TX 77619-4604

Total Amount Due \$20,058.88
Payment Due Date Past Due
Account Number 3-0862-9486201
Invoice Number 0862-001200037

For Billing Address Changes,
 Check Box and Complete Reverse

Make Checks Payable To:

REPUBLIC SERVICES #862
 PO BOX 677156
 DALLAS TX 75267-7156



UNDERSTANDING YOUR BILL

Visit RepublicServices.com/MyBill

UNDERSTANDING OUR RATES, CHARGES, AND FEES

Visit Republicservices.com/customer-support/fee-disclosures

Responsible Party

All waste services are managed, performed, and billed for by individual operating subsidiaries of Republic Services, Inc. Republic Services, Inc. itself does not perform any waste services, nor does it contract for such services. The operating entity providing your waste service is identified on your invoice. Accordingly, all obligations to you, including providing quality service and billing you for service, rests with the operating entity identified on your invoice.

Residential Customers

If you are a residential customer receiving service without a signed customer service agreement, your service is subject to and governed by the Service Terms for Residential Customers located at Republicservices.com/customer-support/residential-service-terms, which include a **CLASS ACTION WAIVER** and **ARBITRATION CLAUSE**, and our right to charge you a container removal fee upon termination of service, among other terms. These terms are subject to change so please review them upon receipt of your invoice. If you do not have access to a computer, you may request that a copy be mailed to you by calling Customer Service at the number on the front of this invoice. Please note that some or all of the Service Terms for Residential Customers may not apply if your services are subject to terms mandated by a governmental entity in your locality.

Check Processing

When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account. When we make an electronic transfer, funds may be withdrawn from your account the same day we receive your payment or check and you will not receive your check back from your financial institution.

Cancellation & Payment Policy

Unless prohibited by applicable law, regulation, or franchise or other agreement: (1) we reserve the right to require that payment for services be made only by check, credit card or money order; and (2) if service is canceled during a billing cycle, you will remain responsible for all charges, fees and taxes through the end of the billing cycle. You will not be entitled to proration of billing or a refund for the period between the notice of termination and the end of the current billing cycle.

Understanding Our Rates, Charges and Fees

If you are receiving service without a signed customer service agreement, please visit RepublicServices.com/Fees to review the financial terms and conditions relating to your service. If you are receiving service pursuant to a written contract, but have questions relating to any charges or fees, RepublicServices.com/Fees provides a detailed description of our most common charges and fees. If you do not have access to a computer, you may request that a copy be mailed to you by calling Customer Service at the number on the front of this invoice.

Please fill out the form below if your billing address has changed and return this portion of your statement to us using the envelope enclosed. Thank you!

BILLING ADDRESS CHANGE

Address		
City	State	Zip Code
Phone	Alternate Phone	

IMPORTANT INFORMATION

(Continued from Page 1)

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Dabel Family Dentistry 4048 Lincoln Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Davis, Bryan & Stacy 6000 Terrell St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 2 Lifts Per Week				
Pickup Service 08/01-08/31			\$171.71	\$171.71
Drago Westend Hardware 5110 Twin City Hwy PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Lock Replacement 08/01-08/31		1.0000	\$7.50	\$7.50
Pickup Service 08/01-08/31			\$128.77	\$128.77
Dumesnil Maria H 3848 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$128.77	\$128.77
Electrical Solutions 4400 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Groves Middle School 5201 Wilson St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 6 Lifts Per Week				
Waste/Recycling Overage 08/16		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31		2.0000	\$343.00	\$686.00
Groves Red Apple 6286 32nd St PO MICHAEL TENTRUP				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 08/01		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31		1.0000	\$85.85	\$85.85
Groves Vet Clinic 5998 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$128.78	\$128.78
Gtfcu 5211 E Parkway St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Hanson Brady 3548 E Parkway St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Lock Replacement 08/01-08/31		1.0000	\$7.50	\$7.50
Pickup Service 08/01-08/31			\$128.78	\$128.78



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Hendons Car Wash 08 3740 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$128.77	\$128.77
Jeffeco Pumbing 2731 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Kids Harbor Learning Center 3601 Main PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Knights Of Columbus 3749 Lincoln Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 2 Lifts Per Week				
Lock Replacement 08/01-08/31			\$7.50	\$7.50
Pickup Service 08/01-08/31			\$171.71	\$171.71
Lopez Ramon C 5649 Gulfway Dr PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
P&P Rentals And Supply 5225 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 07/26		1.0000	\$46.13	\$46.13
Waste/Recycling Overage 08/02		1.0000	\$46.13	\$46.13
Lock Replacement 08/01-08/31		1.0000	\$7.50	\$7.50
Pickup Service 08/01-08/31			\$85.84	\$85.84
Pham Nga Ngoc 2200 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Phillips Florist 5235 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Realtly Homestead 6255 Warren St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$128.77	\$128.77
Rentals P&P 2807 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93



6425 Highway 347
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August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Roussell Clement, Mdpa 6265 39th St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Tammie Pitre 3900 Pure Atlantic Rd PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$85.84	\$85.84
Sandgod Mahendrasinh G 2831 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Seitz Emily 3522 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Senior Citizens Center 5649 W Washington St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$85.84	\$85.84
Sturdivant, Tommy 4010 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Superior Group 3166 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$85.84	\$85.84
The Donut Shop 5100 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
The Mission's Attic 3300 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$85.84	\$85.84
Traingle Pawn #4 3400 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Twin City Front End 2548 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Groves National Little League 5105 Grant PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Groves Water Plant 5020 Wilson PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Stephen Merchantel 5130 Twin City Hwy PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Top Line Electric 3050 E Parkway St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$128.77	\$128.77
Hwy 73 Auto Detail 6149 32nd St St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Lock Replacement 08/01-08/31 Pickup Service 08/01-08/31			\$7.50 \$85.84	\$7.50 \$85.84
Acadian Ambulance Services 2946 Franklin St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Jefferson Co Pony League 5800 W Washington PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$128.77	\$128.77
Hpt Paint Collision Preformanc 5321 39th St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$42.93	\$42.93
Texas Proud H2o 6169 32nd St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31			\$85.84	\$85.84
Pizza Artista 3814 Main Ave PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 8 Cu Yd, 2 Lifts Per Week Pickup Service 08/01-08/31			\$228.66	\$228.66
B&B Mini Mart 6850 25th St PO MICHAEL Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 6 Cu Yd, 1 Lift Per Week				



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Pickup Service 08/01-08/31			\$128.77	\$128.77
Starbucks-Groves 3990 Twin City Hwy PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 4 Lifts Per Week				
Pickup Service 08/01-08/31			\$457.32	\$457.32
Rpm Trucking 2611 Main Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 09/01-09/30			\$42.93	\$42.93
Advannova 4500 Main Ave PO EARLINE WRIGHT				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Chick-Fil-A 5100 W Parkway St PO Michael Tentrup				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 6 Lifts Per Week				
Pickup Service 08/01-08/31			\$686.00	\$686.00
Well- Med 5301 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Sundara Coffee And Cafe 4000 Lincoln Ave PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 3 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$64.39	\$64.39
Steven Dahl 5901 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Dressin Up 4242 Lincoln Ave PO MIKE TENTRUP				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Jami's Snack Shack 6050 39th St PO MICHAEL				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Groves Intermediate School _ F 5840 W Jefferson Blvd PO Jackie Havard				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 6 Lifts Per Week				
Waste/Recycling Overage 08/16		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$685.99	\$685.99
Prosurve Technical Services 2929 W Parkway St PO Chad Cassia				
Groves, TX Contract: 9486201 Groves Commercial (C2)				



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$42.93	\$42.93
Groves Primary School 3901 Cleveland Ave PO Jackie Havard Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 10 Lifts Per Week				
Waste/Recycling Overage 08/05		1.0000	\$46.13	\$46.13
Waste/Recycling Overage 08/15		1.0000	\$46.13	\$46.13
Waste/Recycling Overage 08/15		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$1,143.31	\$1,143.31
Williams Air Conditioning 4401 Lincoln Ave PO WILLIAMS AC Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 2 Lifts Per Week				
Pickup Service 08/01-08/31			\$228.66	\$228.66
Sylvias Tacos 3303 Taft Ave PO WILLIAMS AC Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31		1.0000	\$85.84	\$85.84
Tropicana Apartments Of Groves 5035 Monroe St PO TROPICANA APART Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 4 Lifts Per Week				
Pickup Service 08/01-08/31		2.0000	\$228.66	\$457.32
Courtyard Manor 5500 Whitaker St CSA A910797795 Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$200.90	\$200.90
Camden Place Condominiums 1 6801 Camden Ln CSA A910797794 Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 2 Lifts Per Week				
Pickup Service 08/01-08/31			\$228.66	\$228.66
Camden Place Condominiums 2 6851 Whitby Ln CSA A910797792 Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 2 Lifts Per Week				
Pickup Service 08/01-08/31			\$228.66	\$228.66
Sam's China Inn 4848 Twin City Hwy Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31		1.0000	\$128.78	\$128.78
Bella Inc Studio 3500 Main Ave PO BELLA INC STUDI Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 08/07		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$42.93	\$42.93
Kings Car Care 5239 E Parkway St PO KINGS CAR CARE Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

Page 9 of 9
3-0862-9486201
0862-001200037
August 26, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Pickup Service 08/01-08/31			\$85.84	\$85.84
The Courtyard 4321 Lincoln Ave PO THE COURTYARD Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$128.77	\$128.77
Pats Performance 3449 Pure Atlantic Rd PO PATS PERFORMANC Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Pickup Service 08/23-08/31		1.0000	\$85.85	\$25.40
CURRENT INVOICE CHARGES, Due by September 15, 2024				\$10,109.37



6425 Highway 347
Beaumont TX 77705

Customer Service (409) 724-2371
RepublicServices.com/Support

Account Number 3-0862-1266188
Invoice Number 0862-001201111
Invoice Date August 31, 2024
Past Due on 08/31/24 \$22,942.40
Payments/Adjustments -\$11,990.15
Current Invoice Charges \$12,527.25

Important Information

Dear Valued Customer, our remit to address has changed! Please note the updated PO Box address in the "Make Checks Payable To" section and remember to include the bottom portion of the invoice with your payment.

Total Amount Due	Payment Due Date
\$23,479.50	Past Due

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 08/14	79960	-\$11,990.15

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Groves Water Reclaim Ctr>fel 4925 Mckinley Ave CSA SAG052501 Groves, TX				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/01-08/31			\$182.31	\$182.31
Fuel Recovery Fee				\$34.27
Location Total				\$216.58
Groves Water Reclaim Ctr>fel 1222 Taft Ave CSA S034997R01 Port Arthur, TX				
2 Waste Container 2 Cu Yd, 2 Lifts Per Week				
Pickup Service 08/01-08/31			\$305.85	\$305.85
Fuel Recovery Fee				\$57.50
Location Total				\$363.35
Groves Water Reclaim Ctr>rol 1222 Taft Ave PO Robert Harding Port Arthur, TX				
1 Waste Container 20 Cu Yd, 5 Lifts Per Week Special Waste				
Pickup Service 07/29		1.0000	\$457.12	\$457.12
St 153920 M 3075871 Wt 464143				
Pickup Service 07/30		1.0000	\$457.12	\$457.12
St 153924 M 3075870 Wt 464219				
Pickup Service 07/31		1.0000	\$457.12	\$457.12
St 154208 M 3075869 Wt 464345				
Pickup Service 08/01		1.0000	\$457.12	\$457.12
St 154183 M 3075868 Wt 464480				
Pickup Service 08/02		1.0000	\$457.12	\$457.12

RECEIVED
SEP 10 2024
FINANCE

Past Due	30 Days	60 Days	90+ Days
	\$10,952.25	\$0.00	\$0.00



6425 Highway 347
Beaumont TX 77705

Please Return This
Portion With Payment

Total Amount Due	\$23,479.50
Payment Due Date	Past Due
Account Number	3-0862-1266188
Invoice Number	0862-001201111

Total Enclosed

[Empty box for Total Enclosed]

Return Service Requested

For Billing Address Changes,
Check Box and Complete Reverse.

Make Checks Payable To:



00029954
0105
CITY OF GROVES ATTN A/P
GULF COAST WATER RECLAIM CTR
3947 LINCOLN AVE
GROVES TX 77619-4604



REPUBLIC SERVICES #862
PO BOX 677156
DALLAS TX 75267-7156

3086212661880000012011110012527250023479501

City of Groves



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

3-0862-1266188
0862-001201111
August 31, 2024

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
St 153403 M 3075867 Wt 464586				
Pickup Service 08/05		1.0000	\$457.12	\$457.12
St 153407 M 3075866 Wt 464728				
Pickup Service 08/06		1.0000	\$457.12	\$457.12
St 153411 M 3075865 Wt 464851				
Pickup Service 08/07		1.0000	\$457.12	\$457.12
St 153417 M 3075864 Wt 464937				
Pickup Service 08/08		1.0000	\$457.12	\$457.12
St 153421 M 3075863 Wt 465048				
Pickup Service 08/09		1.0000	\$457.12	\$457.12
St 154244 M 3075862 Wt 465176				
Pickup Service 08/12		1.0000	\$457.12	\$457.12
St 153428 M 3075861 Wt 465325				
Pickup Service 08/13		1.0000	\$457.12	\$457.12
St 153432 M 3075860 Wt 465445				
Pickup Service 08/14		1.0000	\$457.12	\$457.12
St 153436 M 3075859 Wt 465554				
Pickup Service 08/15		1.0000	\$457.12	\$457.12
St 153440 M 3075858 Wt 465673				
Pickup Service 08/16		1.0000	\$457.12	\$457.12
St 153447 M 3075857 Wt 465801				
Pickup Service 08/19		1.0000	\$457.12	\$457.12
St 139400 M 3075856 Wt 465934				
Pickup Service 08/21		1.0000	\$457.12	\$457.12
St 139500 M 3075855 Wt 466174				
Pickup Service 08/22		1.0000	\$457.12	\$457.12
St 139504 M 3075854 Wt 466325				
Pickup Service 08/23		1.0000	\$457.12	\$457.12
St 139507 M 3075853 Wt 466413				
Pickup Service 08/26		1.0000	\$457.12	\$457.12
St 139512 M 3075852 Wt 466550				
Pickup Service 08/27		1.0000	\$457.12	\$457.12
St 139516 M 3075851 Wt 466638				
Pickup Service 08/28		1.0000	\$457.12	\$457.12
St 139519 M 3075850 Wt 466757				
Fuel Recovery Fee				\$1,890.68
Location Total				\$11,947.32
Total Fuel Recovery Fee				\$1,982.45
CURRENT INVOICE CHARGES, Due by September 20, 2024				\$12,527.25



P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-38024

09/13/2024

ISSUED TO: VEND #: 01-23817

REVIZE LLC

150 KIRTS BLVD, SUITE B

TROY, MI 48084

SHIP TO:

City of Groves City Hall

3947 Lincoln Avenue

Groves, TX 77619

Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	WEBSITE DESIGN WEBSITE DESIGN	01 -5-02-09-900	COMPUTER SOFTWARE	5,850.00

RECEIVED
SEP 16 2024
FINANCE

PAID
SEP 16 2024
FINANCE

*** TOTAL *** 5,850.00

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY

Revize LLC
150 Kirts Blvd, Suite B
Troy, MI 48084
(248) 269-9263
accounts@revize.com
www.revize.com

Invoice 19180

BILL TO
City of Groves, TX
3947 Lincoln Avenue
Groves, TX 77619

DATE 09/03/2024	PLEASE PAY \$5,850.00	DUE DATE 09/18/2024
---------------------------	--	-------------------------------

DATE COMPLETED	ACTIVITY	QTY	RATE	AMOUNT
	Services year 1 1/5th of project costs + Annual Hosting, Support, Maintenance Fee	1	5,850.00	5,850.00

Revize Software Systems,
150 Kirts Blvd, Suite B, Troy, MI- 48084

For questions, call or write to our Accounts Receivable
Department
Revize LLC.

Ph: (248) 928-8053 Fax:(866) 346-8880
Email: accounts@revize.com

TOTAL DUE **\$5,850.00**

THANK YOU.

PAID
SEP 16 2024
FINANCE

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: September 13, 2024

P.O. NUMBER: 09-37501

TO: Kevin Carruth

FROM: David Molbert

Purchase Recommendation

Recommended Company: U.S. Underwater CONSOR Engineers,LLC			
Items to be Purchased: Sonnier Ln Tank Vent Repair			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
Tank Fabrication	1	\$7,500.00	\$7,500.00
Remove / install New Roof Vent	1	\$7,350.00	\$7,350.00
Mob/Demob	1	\$3,300.00	\$3,300.00
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval before ordering!</i>			\$18,150.00*

REASONS FOR PURCHASE:

Sonnier Ln Tower Vent was beyond repair. New vent was fabricated and installed per TCEQ requirements.

QUOTES

	COMPANY NAME	COST
1.	Buy Board Contract #662-22	\$
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-09-770 VENDOR NUMBER: 01-23651

Requested by: *David Molbert* Date: 9-13-24

Approved by: *[Signature]* Date: 9-13-2024
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____



CONSOR company

U.S. Underwater • 123 Sentry Drive, Mansfield, TX 76063 • P: 800-860-2178

ACH Payment to: CIBC BANK ABA: 071006486 Account No.: 2764563 FEIN: 59-3221706

Mail Payment to: Consor Engineers, LLC

14142 Denver West Pkwy., Bldg. 51, Ste. 250, Lakewood, CO 80401

City of Groves
3947 Lincoln Ave
Groves, TX 77619

September 6, 2024

Invoice No: S248437TX.00 - 1

USU Project: S248437TX.00
PO #09-37501

City of Groves: Tank Products - Sonnier Ln

Billing Items	Amount	Previous Amount Billed	Current Amount Billed
Custom Tank Vent Fabrication - 250K EST Sonnier	7,500.00	0.00	7,500.00
Remove/Install New Roof Vent - 250K EST Sonnier	7,350.00	0.00	7,350.00
Mob/Demob	3,300.00	0.00	3,300.00
Total Fee	18,150.00	0.00	18,150.00
Total Amount Invoiced			18,150.00
Invoice Total			<u>18,150.00</u>

	Current	Prior	Total	Payment Received
Billings to Date	18,150.00	0.00	18,150.00	0.00

RECEIVED
SEP 11 2024
FINANCE



Service Quote

Account Name	City of Groves	Date	3/11/2024
Contact Name	David Molbert	Prepared By	Will Trejo
Email	dmolbert@cigrovestx.com	Email	will.trejo@usunderwaterservices.com
Quote Number	00012716	Quote Name	Tank Products- 2024 [Sonnier Ln]
		Expiration Date	4/10/2024

Product	Line Item Description	Sales Price	Quantity	UOM	Total Price
Custom Tank Vent Fabrication	Sonnier Ln 250K EST	\$7,500.00	1.00	each	\$7,500.00
In-Service Diver Cleaning (4 Man Team)	Sonnier Ln 250K EST- remove/ install new roof vent	\$525.00	14.00	hour	\$7,350.00
Mobilization/Demobilization	1 trip @ 660 miles/round trip	\$5.00	660.00	mile	\$3,300.00

Estimated Total Project Cost

Total Price \$18,150.00

Total Price is based off our best, good faith evaluation of the effort required to complete the scope of work given the information available at the time of the quote. We reserve the right to adjust prices due to changes in the work scope, errors or omission of information.

Description USU to remove & install new roof ventilation structure. Pricing per Buy Board contract #662-22.

Standard Terms & Conditions

CLARIFICATIONS

Service Quote is contingent upon availability of personnel and equipment.

Standard payment terms are Net 30 days.

Scope of work will be performed by ADCI certified commercial divers and will meet all American Water Works Association (AWWA) requirements and OSHA 29 CFR specifications, including AWWA current standards (ANSI/AWWA c652-92) regarding disinfection procedures when conducting underwater activities in potable water storage facilities. All equipment used will be for potable water only.

Water access hatches must have dimensions of 24" x 24" or greater for diver entry.

Client is responsible for coordinating the turning off of all radio frequency (RF) antennas/transmitters which could create an unsafe work environment. USU will charge \$450.00 per hour for all downtime caused by delays related to unsafe RF activity.

To efficiently complete work, USU requires 10 hours access to tank sites per day. If tanks are not accessible for at least the 10-hour minimum, Client may be subject to additional fees and/or mobilization charges. Client must have tanks full prior to arrival of the dive team. Additional onsite delays not caused by USU will be subject to an hourly charge of \$450.00. This includes but is not limited to: waiting on Client to arrive, waiting for keys, insect infestations, tanks not being full and baffle walls not revealed to USU prior to agreement in scope of work. Baffle walls create a larger scope of work; please disclose whether a tank has baffle walls so that USU may properly estimate the job.

Dive Supervisor will consult with the client representative on the final decision regarding safe working conditions.

If additional mobilization is required to complete a project caused by customer related downtime, USU will invoice additional mobilization fees.

Should contractor be inhibited or denied access to a facility to perform a dive inspection, contractor will complete a standard exterior inspection checklist and client will be billed for full inspection price.

Unless otherwise noted, standpipes will be diver inspected to 60', and the remainder will be inspected by drop camera.

Inspection reports will include a proposal of recommendations for compliance with applicable AWWA and OSHA standards/requirements. Unless otherwise specified, USU will provide digital copies of the completed report. Paper copies of the report can be obtained by Client request.

Sediment Removal Clause, if applicable: Sediment removal prices are based on the sediment level indicated in the quote line item. Should Client require the sediment hauled offsite, USU must reconsider the scope of work and adjust pricing accordingly. In the event sediment exceeds levels quoted, USU will immediately contact Client to discuss rates for excess sediment removal. Unless otherwise stated, rock & other debris are not included in standard sediment removal. Should these items be found, USU will notify Client and adjust the price according to the new scope of work. Client must be able to maintain a full water level during the sediment removal process. If the water level cannot be maintained, USU will charge the applicable hourly rate while tank is being filled. If Client fails to disclose discharge location at the time of estimate, additional charges may be incurred.

Tank Washout Clause, if applicable: Client to drain tank and open manways prior to USU arrival. Client to re-seal manway hatches after USU

demobilization. If the tank is not drained/opened, USU will charge the applicable hourly rate while waiting for tank access

Pressure Tank Clause, if applicable: A full internal (if accessible) and external inspection will be conducted. Client understands tanks must be drained, de-pressurized and opened prior to inspection. Client is responsible for resealing hatches and drains as well as replacing gaskets. If client requires a third party onsite for the project, it is the responsibility of the client to pre-arrange arrival to coincide with the commencement of the work. Any delays caused waiting on a client-required third party [i.e. health department, engineering firm, management company] will be billed at a standby rate of \$450.00 per hour.

Unless otherwise specified, pricing does not include site specific training. If a pre-project orientation/training is required to access the site, Client must notify USU prior to quote acceptance. Additional charges may apply for site specific orientation/training.

Tank Mixer Clause, if applicable: Install includes mixer placement and topside tie-in of electrical components. Client is responsible for running power to the tank, and must provide electrician to make final connection at panel. USU recommends cleaning tank prior to mixer install.

Tank Product/Repair Clause, if applicable: Client is responsible for removing all obstructions to install custom products.

STANDARD OF CARE. USU will perform its Services using the care and skill ordinarily exercised by professionals performing similar services under similar conditions in the same or similar locality as Project.

INSURANCE. USU shall procure and maintain insurance as follows: Worker's compensation and employer's liability as required by applicable law; comprehensive general liability (\$1,000,000 per occurrence / \$2,000,000 aggregate); professional liability (\$1,000,000 per occurrence / \$2,000,000 aggregate); and automobile liability (\$1,000,000 - combined single limit).

LIMITATION OF CONSEQUENTIAL DAMAGES & LIABILITY. USU shall not be liable to Client for, and Client waives entitlement to and recovery of, consequential damages against USU however caused. USU's total liability to Client for any and all liability arising out of related to this Agreement and/or the services performed by USU, whether in contract, tort, indemnity, or any other cause of action or theory of liability, shall not exceed the available proceeds of USU's insurance. The foregoing limitations shall survive expiration and/or termination of the Agreement.

I hereby certify that I have read and agree to the above terms and conditions of this service quote.

Quote Acceptance Information

Signature _____ Title _____

Printed Name _____ Date _____

Purchase Order # _____ Please provide copy of purchase order, if applicable.

City of Groves
Agenda Item Information Form

Council Meeting Date: 9/23/24 Department: City Manager Agenda Item No. 17

Title for Item (same as to be placed on Agenda): Deliberate and act on an ordinance denying the statement of intent of Texas Gas Service Company to increase rates in the incorporated areas of the Central-Gulf service area and requiring reimbursement of municipal rate case expenses.

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

Submitted to City Manager's Office on: Date: 9/19/2024 Time: 5:40 p.m. By: K. Carruth

Explanation of Item: Texas Gas Service (TGS) has requested a 15.46% increase in non-gas revenues from residential customers and decreases for non-residential customers. If approved, the average increase for a residential customer would range from \$6.23 - \$9.44 per month. The total recommended decrease to the proposed TGS rates is 61%.

Deadline for Approval: 10/06/24

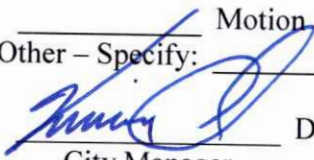
Staff Recommendation: Staff recommends the Council adopt an ordinance denying the statement of intent of Texas Gas Service Company to increase rates in the incorporated areas of the Central-Gulf service area and and requiring reimbursement of municipal rate case expenses, as presented.

Alternative (if any) for consideration: Deny the ordinance and support rate increases.

Identify any attachments to this document: Proposed ordinance.

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

Ordinance – Number 2024-15 Resolution – Number _____ Other – Specify: _____

Signed: _____ Date: _____ Approved:  Date: 09/19/24
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 \$ N/A 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. 2024-15

1
2
3 AN ORDINANCE OF THE CITY OF GROVES, TEXAS
4 DENYING THE STATEMENT OF INTENT OF TEXAS GAS
5 SERVICE COMPANY, A DIVISION OF ONE GAS, INC. TO
6 INCREASE RATES IN THE INCORPORATED AREAS OF THE
7 CENTRAL-GULF SERVICE AREA; REQUIRING
8 REIMBURSEMENT OF MUNICIPAL RATE CASE EXPENSES;
9 FINDING THAT THE MEETING COMPLIES WITH THE OPEN
10 MEETINGS ACT; AND DECLARING AN EFFECTIVE DATE
11 FOR THIS ORDINANCE.
12

13
14 WHEREAS, on or about June 3, 2024, Texas Gas Service Company, a Division of ONE
15 Gas, Inc. ("TGS" or "Company") filed a Statement of Intent with the City of Groves ("City") to
16 increase gas rates in the incorporated areas of the Central-Gulf Service Area; and
17

18 WHEREAS, in its Statement of Intent, TGS proposed to increase its revenue requirement
19 by \$25.6 million per year; and
20

21 WHEREAS, City has exclusive original jurisdiction over the rates, operations and services
22 of a gas utility in areas in the municipality pursuant to *Tex. Util. Code* §103.001; and
23

24 WHEREAS, Gas Utility Regulatory Act § 103.021 requires a local regulatory authority to
25 make a reasonable determination of rate base, expenses, investment and rate of return and retain
26 the necessary personnel to determine reasonable rates; and
27

28 WHEREAS, the City's reasonable cost for regulatory expenses in ratemaking proceedings
29 shall be reimbursed by the gas utility under Gas Utility Regulatory Act § 103.022; and
30

31 WHEREAS, in order to exercise its exclusive original jurisdiction and properly review the
32 requested rates, it was necessary for the City to suspend TGS's proposed effective date for 90 days
33 to October 6, 2024; and
34

35 WHEREAS, the City retained the Lawton Law Firm, P.C. to review TGS's rate request
36 and make necessary rate recommendations to the City; and
37

38 WHEREAS, expert utility rate consultants retained to review TGS's rate increase on behalf
39 of the City and other similarly situated Cities recommended adjustments to TGS's proposed rate
40 of return, capital structure, depreciation recoveries, and other cost of service items, and concluded
41 that the Company failed to show that its requested rates are just and reasonable.
42

43 NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS
44 HEREBY ORDAINS:
45

46 SECTION 1. The statements set out in the preamble to this ordinance are adopted herein
47 as if set forth herein.

48
49 SECTION 2. TGS's Statement of Intent to increase rates in the incorporated areas of the
50 Central-Gulf Service Area is denied.

51
52 SECTION 3. The Company shall maintain its current rates under its currently approved
53 rate schedules.

54
55 SECTION 4. The Company shall promptly reimburse the City's rate case expenses, as
56 provided by Gas Utility Regulatory Act § 103.022(a).

57
58 SECTION 5. The meeting at which this ordinance was approved was in all things
59 conducted in strict compliance with the Texas Open Meetings Act, Chapter 551.

60
61 SECTION 6. This ordinance shall be effective immediately on passage.

62
63 PASSED AND APPROVED 23rd day of September, 2024.

64
65
66 APPROVED:
67
68
69 _____

70
71
72
73 ATTEST:
74
75
76 _____

77