

Notice of Regular Meeting October 13, 2025, 5:00 p.m.

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



CITY COUNCIL

Notice is given that the Groves City Council will hold a regular meeting in person on the date, time, and location listed above. Live streaming of the meeting is available for viewing at <https://us02web.zoom.us/j/84035479928> or by scanning the QR code to the right. The City Council welcomes citizen participation at all City Council meetings on any agenda items within the limitations of law and decorum. City Council may adjourn into Executive Session to deliberate any agenda item listed if the matter for discussion meets an exception for Executive Session under Texas Government Code Chapter 551. The City Council may also deliberate in public on any item that is listed on the agenda for Executive Session.



Opening Agenda

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

Regular Agenda

8. Deliberate and act to approve the minutes of the September 22, 2025, City Council Meeting.
9. Deliberate and act on the nomination of Bert Lamson to the Jefferson County Appraisal District Board of Directors.
10. Deliberate and act on Resolution 2025-09, authorizing the submittal of a Public Safety Office – Homeland Security Grant Program FY 2026 grant to purchase an Unmanned Aircraft System and designating the City Marshal as the authorized officer.
11. Deliberate and act to award an agreement for auditing services and authorizing the City Manager to negotiate and execute all necessary documents.
12. Deliberate on amending definitions, requirements, penalties, and enforcement in Code of Ordinances Chapter 21, Article III, Game Rooms and Gaming Machines.
13. Deliberate and act on the October 13, 2025, Invoice List.

Executive Session

14. City Council will hold an executive session pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:
 - a. Section 551.071 (1) (A) – Consultation with Attorney when the governmental body seeks the advice of its attorney about pending or contemplated litigation.
 - b. Section 551.072 – Deliberation Regarding Real Property.
 - c. Reconvene into open session.
15. Deliberate and act to sell part of Lot 6 Block 3 East Port Arthur Addition, AKA JCAD Property ID 30457, and authorizing the City Manager to negotiate and execute all necessary documents.

Closing Agenda

16. Hear and deliberate on Council Member comments.
17. 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 ethibodeaux@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 October 7, 2025, at _____ AM/PM.

City of Groves

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/2025 Department: City Manager Agenda Item No. 8

Title for Item (same as to be placed on Agenda): Deliberate and act to approve the minutes of the September 22, 2025, City Council Meeting.

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

Submitted to City Manager's Office on: Date: 10/8/25 Time: 8:15 a.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: September 22, 2025, City Council Minutes.
Minutes.

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

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

Signed: _____ Date: _____ Approved: [Signature] Date: 10/09/25
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 at 5:00 p.m. on September 22, 2025, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Pete Konidis, Councilmember Mark McAdams, Councilmember Brandon Holmes, and Councilmember Rae Shauna Gay in attendance. Mayor Borne called the meeting to order and welcomed the attendees and news media. A representative from the local VFW Post 4820 then led the prayer and the Pledge of Allegiance.

Mayor Borne asked if there were any reports, and Fire Chief Lance Billeaud then reported on the NXT Autopulse automated CPR machine that the Fire Department recently acquired. While City Manager Kevin Carruth projected a picture for the Council to see what the machine looks like, Chief Billeaud explained how it works. Chief Billeaud then explained that the cost of the machine, which was \$23,000, will be shown for Council approval on the invoice approval list. Chief Billeaud wanted to ensure that the Council understood that the payment for this machine comes from the opioid settlement money that the City received. Councilmember Holmes asked how long the unit would service a patient, and Chief Billeaud explained that the battery life is approximately 30 minutes, but they would have two fully charged batteries with them on calls. Councilmember Holmes then asked how long it would take for all the firefighters to be trained on this, and Chief Billeaud stated that all paid personnel are already trained on it, but the department still needs to update its medical protocols. Councilmember McAdams asked what age is recommended for using this machine, and Chief Billeaud stated that as long as the band fits over the chest, it will work.

City Manager Kevin Carruth then asked Chief Billeaud to provide an update on the September 22, 2025, Community CPR event, and Chief Billeaud stated that it was a big success. Approximately 30-35 people attended this event, and they are looking forward to doing a partnership again with Acadian and the two hospitals for future events. There were no further reports.

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

DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE SEPTEMBER 8, 2025, CITY COUNCIL MEETING AND JOINT PUBLIC HEARING: Councilmember McAdams made a motion to deliberate and act to approve the minutes of the September 8, 2025, City Council Meeting and Joint Public Hearing. Councilmember Holmes seconded. There were no questions, and the motion passed unanimously.

RECEIVE THE MINUTES OF THE SEPTEMBER 8, 2025, PLANNING AND ZONING MEETING: Mayor Borne stated that all of the Council members have received a copy of the September 8, 2025, Planning and Zoning meeting minutes.

DELIBERATE AND ACT ON SUPPLEMENTAL HOTEL OCCUPANCY TAX FUNDING REQUEST BY GROVES PECAN FESTIVAL: Mayor Pro Tem Konidis made a motion to deliberate and act on supplemental Hotel Occupancy Tax funding request by Groves Pecan Festival, and Councilmember Gay seconded. Groves Chamber of Commerce Director Letha Knaus stated that this is an addendum to the previous amount, increasing it by an additional \$939.02. This will be for brochures and for advertising on the NDN Press during the high school football games. Councilmember Holmes asked how many brochures this was for, and Ms. Knaus stated that she couldn't remember exactly, but she believed it was between 500 and 1,000. Mayor Borne asked City Attorney Brandon P. Monk if this meets the requirements for HOT money, and Mr. Monk stated it does. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON HOTEL OCCUPANCY TAX FUNDING REQUEST BY THE GROVES CHAMBER OF COMMERCE: Councilmember Gay made a motion to deliberate and act on Hotel Occupancy Tax funding request by the Groves Chamber of Commerce. Councilmember McAdams seconded. This request for \$6,300 is for the Christmas Tree Trail and Small Business Saturday. Ms. Knaus pointed out to the Council that in the last few years, they had asked for \$8,000 but reduced it to \$6,300, as most businesses on Lincoln are not open on Saturdays. Ms. Knaus felt that they needed to reduce the advertisement for Small Business Saturday due to the businesses that close on Saturdays, especially on Lincoln Avenue. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON A CARNIVAL LICENSE APPLICATION FOR THE GROVES PECAN FESTIVAL TO BE HELD IN LION'S PARK OCTOBER 9TH-12TH, 2025: Mayor Pro Tem Konidis made a motion to deliberate and act on a Carnival License Application for the Groves Pecan Festival to be held in Lion's Park October 9th-12th, 2025, and Councilmember Gay seconded. Mayor Borne asked if we had used this carnival company before, and Ms. Knaus stated that this would be our third year using them. Ms. Knaus also presented a copy of the insurance acquired by the carnival company. Ms. Knaus also stated that they will send a copy of the independent inspections once completed. Fire Chief Lance Billeaud then informed the Council that the City will also do an inspection once the rides are assembled. Councilmember Holmes asked City Attorney Brandon P. Monk if the liability limits presented on the insurance are appropriate for this type of event, and Mr. Monk stated they are. Ms. Knaus stated that the Pecan Festival also carries its own insurance. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON APPROVING THE CLOSURE OF SEGMENTS OF WEST WASHINGTON AVENUE AND DOYLE STREET FOR THE GROVES NATIONAL NIGHT OUT 2025 EVENT ON OCTOBER 7, 2025: Councilmember Gay made a motion to deliberate and act on approving the closure of segments of West Washington Avenue and Doyle Street for the Groves National Night Out 2025 event on October 7, 2025. Councilmember Holmes seconded. City Marshal Christopher Robin addressed the Council, informing them that this is their 8th National Night Out. A quick reminder: National Night Out is all about bringing the community and first responders together to get to know one another, while also teaching safety awareness. Marshal Robin stated that National Night Out is always the first Tuesday in October, and we also have Fire Awareness that week, along with the Pecan Festival. To ease the use of the park and foster unity between the Fire and Police Departments, they decided to host a joint block party. Mayor Borne asked if, with the closing of Doyle street, anyone had contacted the Church of Christ to ensure there was no conflict with them, and Marshal Robin stated that they would not block their driveway. Marshal Robin stated that there will be police units and barricades with personnel at each location. Councilmember Holmes asked if they had spoken to Market Basket and the other businesses. Marshal Robin stated that they had spoken to all of the surrounding businesses, and they are all on board. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON AMENDING PREVIOUSLY APPROVED RESOLUTION 2025-06, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR THE MOTOR VEHICLE CRIME PREVENTION AUTHORITY (MVCPA) FY2026, AT THE REQUEST OF MVCPA: Councilmember Gay made a motion to deliberate and act on amending previously approved Resolution 2025-06, authorizing the submission of a grant application for the Motor Vehicle Crime Prevention Authority (MVCPA) FY2026, at the request of MVCPA. Mayor Pro Tem Konidis seconded. Marshal Robin stated that this was a clerical error on his part, where he repeated the last line of the first WHEREAS paragraph. The City of Groves was awarded approximately \$64,000, and with the City's match, the total will be around \$76,000. This resolution update is the only thing holding us back. There were no further questions and the motion passed unanimously.

DELIBERATE AND ACT ON ORDINANCE 2025-18, AUTHORIZING AN INCREASE IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM EMPLOYEE CONTRIBUTION RATE TO SEVEN PERCENT AND AUTHORIZING ANNUALLY ACCRUING SERVICE CREDITS AND TRANSFER UPDATED SERVICE CREDITS:

Councilmember McAdams made a motion to deliberate and act on Ordinance 2025-18, and Mayor Pro Tem Kinidis seconded. Human Resource Director Elizabeth Diaz addressed the Council, stating that this is a formal request to increase the TMRS (Texas Municipal Retirement System) contribution rate from 6% to 7%. This increase was approved in the budget, but we require a formalized version in the form of a signed ordinance to submit to TMRS to update our plan. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON THE APPOINTMENT OF THE MAYOR, CITY MANAGER, AND FINANCE DIRECTOR TO SERVE AS THE 2025 AUDIT SELECTION REVIEW COMMITTEE FOR RESPONSES TO THE 2025 GROVES AUDITING SERVICES REQUEST FOR PROPOSALS: Councilmember Gay made a motion to deliberate and act on the appointment of the Mayor, City Manager, and Finance Director to serve as the 2025 Audit Selection Review Committee for responses to the 2025 Groves Auditing Services request for proposals. Councilmember Holmes seconded. The Finance Director stated that the contract with the previous auditor has expired, so we went out for RFP's and received three responses. Now, we need to appoint the committee to review the responses and make a recommendation to the Council. Mr. Ozley ensured that the Council understood that the three responses received are still sealed. Mayor Borne asked how many companies we sent the RFP to, and Mr. Ozley stated that we sent it to twelve companies and also posted it in the Examiner for two consecutive weeks. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON ORDINANCE 2025-19, AUTHORIZING A SPECIFIC USE PERMIT FOR APARTMENTS AT 2238 MAIN AVENUE: Councilmember Holmes made a motion to deliberate and act on Ordinance 2025-19, authorizing a Specific Use Permit for apartments at 2238 Main Avenue, and Councilmember Gay seconded. Mayor Borne stated that in the Planning and Zoning Minutes, there was a unanimous decision to recommend the approval of this Specific Use Permit. Mayor Borne asked if we had anyone from Planning and Zoning present today, and Mr. Charles Chelette was in attendance. Mayor Borne asked Mr. Chelette if they had encountered any issues since their last meeting with the Council, and Mr. Chelette stated that all of their questions had been addressed. Mayor Borne then stated that this is a 9-unit, double-story, townhome-style in a C-2 District. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON THE PURCHASE OF A TRAFFIC SIGN PRINTER AND ASSOCIATED EQUIPMENT: Councilmember Gay made a motion to deliberate and act on the purchase of a traffic sign printer and associated equipment.

Councilmember McAdams seconded. City Manager Kevin Carruth stated that we have a proposal to purchase a traffic sign printer, laminator, and plotter for our sign shop. The current ability to produce signs in-house is limited to taking precut letters and hand-applying them to street name sign blanks. Mr. Carruth stated that what staff is proposing is the ability to produce basically any sign that we need in-house. Mr. Carruth then said one of the issues for our community is that we lack a clear identity, and one way to address that is with custom street name signs. Mr. Carruth then showed the Council that there is a significant cost difference between using third-party vendors and doing it in-house.

Third-Party/In-House Comparison

The table below compares the costs of some typical traffic signs as well as some critical features between bringing the sign-making in-house and continuing to use third-party vendors.

Category	Third-Party Vendor	In-House Production	Projected Benefit
Typical Cost per Regular Street Name Sign	\$50 - \$100	\$19 - \$45	\$31 - \$55 savings/sign
Typical Cost per Custom Street Name Sign	\$113 - \$180	\$19 - \$45	\$94 - \$135 savings/sign
Typical Cost per Stop Sign	\$101 - \$130	\$80 - \$85	\$21 - \$45 savings/sign
Turnaround Time	2-6 weeks (production ques & shipping)	1-3 days (on-demand)	Faster response, improved safety
Customization Flexibility	Limited, costly	High, built-in capability	Supports branding, events, identity
Control Over Quality	Vendor-driven	City-controlled	Consistent compliance, longer service life

City of Groves

9/19/25

Cost

The total cost through Centerline Supply, Inc., a BuyBoard co-op purchasing vendor, is \$54,245.00 and is comprised of the following components:

Trafficjet Xpress Print System	\$32,525.00
Graphtec FC9000-140 54" Plotter	\$8,295.00
GFPS63TH-4 63" Top Heat Laminator	\$11,425.00
MUTCD Sign Library	\$2,000.00

There are in the neighborhood of 700 plus street name signs. Along with street name signs, we would be able to create traffic control signs, custom signs, and vehicle decals. Mr. Carruth then stated that we will have sufficient funds at the end of the fiscal year to cover this expense, which is through one of our co-op purchasing vendors. They will come in, perform the installation, and also provide training for the staff. Mayor Borne asked if we would still have to purchase the blanks to put the printing on, and Mr. Carruth stated that whenever possible, we would reuse the aluminum sign itself and reface it. However, if we needed a new blank, we would have to buy it through a third party. Councilmember Holmes asked Mr. Carruth if he knew how much the City spends on sign replacement and maintenance annually, and Mr. Carruth stated that the typical annual budget is approximately \$12,000. Mr. Carruth noted that the budget is only for maintenance; it doesn't encompass the big picture, such as customization. Councilmember Holmes asked if we anticipate a large number of signs that will need to be replaced in the near future, and Public Works Director Troy Foxworth stated that if we plan to customize them, then all of them will need to be replaced. Mr. Carruth stated that vinyl typically lasts 7 to 10 years before it starts to fade, depending on the amount of sunlight it receives and other variables.

Mayor Borne then stated So this means we will be able to replace stop signs, no parking signs, etc. and Mr. Foxworth noted that this machine would allow us to do all of those ourselves instead of buying new ones. Mayor Borne inquired whether this machine would enable them to imprint their new logo on magnets for their city trucks, and Mr. Foxworth confirmed that it can. Councilmember Holmes stated that he appreciates the team bringing something like this because, in his opinion, it provides an opportunity for us to do things in-house, which he believes is a wise direction, especially when it is a downed stop sign or street sign that could affect the safety of our citizens. Councilmember McAdams inquired about the location where this machine would be stored, and Mr. Carruth replied that there is sufficient space for it in the existing sign shop, which is a controlled environment. Councilmember Holmes asked if we have a computer or any other necessary equipment to transfer this data to the plotter, and Mr. Foxworth stated that it is included. Councilmember Holmes inquired about the number of old logos still displayed on vehicles, and Mr. Carruth informed the Council that we have not yet replaced any of the old logos on the vehicles, which this machine can help with. The motion passed with Mayor Chris Borne, Mayor Pro Tem Pete Konidis, Councilmember Rae Shauna Gay, and Councilmember Mark McAdams all in favor of the motion. Councilmember Brandon Holmes was against the motion.

DELIBERATE AND ACT ON THE PURCHASE OF A SKID STEER TRACK

LOADER: Councilmember Gay made a motion to deliberate and act on the purchase of a Skid Steer Track Loader, and Mayor Pro Tem Konidis seconded. City Manager Kevin Carruth stated that we currently have a 2006 Komatsu Skid Steer Loader, and it is a rattletrap. It will run, but we are at a point where we will have to invest a lot of money in it. Mr. Carruth then reminded the Council that we have \$100,000 in the current year budget for substandard building demolition. Mr. Carruth then stated that we have completed the initial phase of the substandard building process, and the positive aspect of that is that the first 13 houses out of that group of 24, their owners have either demolished or rehabbed and brought them up to code. We are currently working on our second batch of houses for the next C.O.D.E.S Hearing. Mr. Carruth then stated that the benefit of not having as many houses to demolish ourselves is that we did not spend all of the money allocated for demolitions this year. Therefore, we want to take the balance of \$64,000 and also use money from sanitation to purchase this Skid Steer Loader. Mayor Pro Tem Konidis asked what attachments would be purchased with this Skid Steer, and Mr. Foxworth stated that they are proposing the regular bucket and grapple bucket. Mr. Carruth then reminded the Council that earlier this year, we had to rent a Skid Steer for some street work because our machine was so old that the attachment would not work on it. Mayor Borne asked Mr. Foxworth for examples of how they use the Skid Steer, and Mr. Foxworth stated that they use it for any construction, loading and unloading trucks at the yard, tearing down houses, and in alleyways where the larger machines cannot access. Mayor Borne asked if we could recoup any money from our current one, and Mr. Foxworth stated that we could get some, but the year model and the hours associated with it would be where we would take a hit. Mr. Carruth noted that this is through one of our co-op programs. Assistance Public Works Director Glen Boudoin informed the Council that the dealer Beaumont Tractor, Inc. is the number one Kubota dealer in the nation, and also gave us the best price. Additionally, if we need maintenance, they will come to us. Mr. Boudoin stated that we use the skid steer regularly. Councilmember Holmes asked if this was the newer model for Kubota or if it had been in service for a while, and Mr. Boudoin stated that it had been in service. Councilmember Holmes asked if this model required the use of DEF, and it was unclear at the time. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON THE SEPTEMBER 22, 2025, INVOICE LIST: Mayor Pro Tem Konidis made a motion to deliberate and act on the September 22, 2025, invoice list, and Councilmember McAdams seconded.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$306,730.10 as follows:

1. Citibank	Purchasing card payment.	\$3,657.84
2. Citibank	Purchasing card payment.	\$10,456.63
3. City of Port Arthur	Garbage and trash disposal July 2025.	\$17,970.00
4. Jefferson County Appraisal District	4 th quarter payment.	\$13,973.47
5. MATCO Tools	Software updates.	\$8,599.96
6. Mohawk Lifts	Hunter balancer.	\$9,496.61
7. Republic Services	July container services.	\$9,853.11
8. Republic Services	Sludge disposal August 2025.	\$26,799.25
9. Standard Insurance Company	Life Insurance August and September 2025.	\$8,619.60
10. Standard Insurance Company	Life Insurance May, June, and July 2025.	\$11,994.89
11. Texas Pack and Load	New hydraulic pump for New Way Garbage Truck.	\$8,000.00
12. TNTX, LLC	New grapple truck.	\$107,541.00
13. Toter LLC	New garbage containers.	\$46,641.00
14. Zoll Medical Corporation	Autopulse automatic CPR machine.	\$23,126.74

Mayor Borne asked for questions, and there were none. Councilmember Holmes asked if the software update was for the diagnostics of our vehicles, and Mr.

Foxworth stated, "Yes, it is." Councilmember Holmes then asked if we could use it on some of the newer vehicles as well, and Mr. Foxworth stated that it is intended for the older vehicles. The newer leased vehicles are done under the lease program. Mayor Borne asked if we purchased a whole new grapple truck, and Mr. Foxworth stated that we had. In the last budget, we were approved to buy one, but the funding was allocated across two separate budgets. Mayor Pro Tem Konidis asked when we could expect the grapple truck, and Mr. Boudoin stated hopefully that it would arrive in November of this year. Mayor Borne asked if the garbage containers were the standard green ones, and Mr. Boudoin stated that we were going back to Toter cans due to quality issues with the last batch from a different vendor. Mr. Boudoin also stated that we will be using green and brown cans; the brown cans will be used for accounts that pay for multiple cans. The green will be the main color, and the brown will help indicate which accounts should pay for multiple cans. There were no further questions, and the motion passed unanimously.

CITY COUNCIL WILL HOLD AN EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:

- A. SECTION 551.071 (1) (A) – CONSULTATION WITH ATTORNEY WHEN THE GOVERNMENTAL BODY SEEKS THE ADVICE OF ITS ATTORNEY ABOUT PENDING OR CONTEMPLATED LITIGATION.
- B. RECONVENE INTO OPEN SESSION.

Council convened into executive session at 6:03 p.m.

Council reconvened into open session at 6:07 p.m.

Mayor Borne asked for Council comments. Mayor Borne stated that he was unable to attend the parade this past weekend, but it appeared that everyone had a good time. Mr. Leroy Falcon was able to be the Marshal for the parade since he was the Citizen of the Year. Mayor Borne also stated that October is a busy month for the City, with events such as National Night Out, Fire Prevention Week, and the Pecan Festival. He hopes the community will come out and support these great activities. There were no further comments.

There was no further business, and the meeting was adjourned at 6:09 p.m.

Mayor

ATTEST:

City Clerk

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/2025 Department: City Manager Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Deliberate and act on the nomination of Bert Lamson to the Jefferson County Appraisal District Board of Directors.

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

Submitted to City Manager's Office on: Date: 9/29/25 Time: 9:30 a.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.

Deadline for Approval: 10/14/25

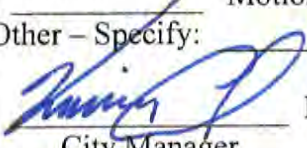
Staff Recommendation: Staff recommends the City Council adopt the resolution nominating Bert Lamson to the Jefferson County Appraisal District Board of Directors, as presented.

Alternative (if any) for consideration: Decline to nominate anyone.

Identify any attachments to this document: 1) Memo; 2) resolution; 3) Lamson letter; 4) Acknowledgment of Board of Director's Duties Form; and 5) Appraisal District Director's Manual

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

Ordinance – Number Resolution – Number 2025-10 Other – Specify:

Signed: Date: Approved:  Date: 10/10/25
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 

Date: October 9, 2025

Re: JCAD Board Nomination



The Jefferson County Appraisal District (JCAD) is composed of nine members. Five members are appointed and three are elected, with the Tax Assessor-Collector serving as an *ex officio* member. The current membership of the Board is detailed in the table below.

Name	Occupation	Elected	Appointed
Kate Carroll	Tax Assessor-Collector	✓	
Vernon Durden	Retired Exxon Contract Manager	✓	
Tim Funchess	Jefferson County Treasurer		✓
Michael Gallagher	Industrial Electrician	✓	
Eugene Landry	Retired DuPont Lab Technician		✓
Kenneth Marks	Retired Purchasing Agent		✓
Lauren Williams Mason	Attorney		✓
Robert (Bob) Thewman	Hamshire-Fannett ISD School Board Member; Auto Dealership General Manager		✓
Larry Weston	Disaster Case Manager	✓	

In brief, the Board of Directors oversees the activities of the Appraisal District. They do not appraise property or make decisions that affect the appraisal records; instead, they select the Chief Appraiser, adopt the budget, and make sure the District follows policies and procedures set by law. The detailed composition, duties, and governance of the Board are detailed in the accompanying *Appraisal District Director's Manual*. The Acknowledgement of Board of Directors' Duties form that nominees and candidates must sign is also included.

Ms. Mason's and Mr. Landry's terms expire December 31, 2025, and Ms. Mason has chosen not to return. Mr. Landry has been nominated already. The Board does not currently have any representation from Mid-County. Mr. Bert Lamson has requested that the City Council nominate him for one of the open positions on the JCAD Board of Directors. Mr. Lamson's letter requesting the nomination accompanies this memo.

Nominations must be received by JCAD prior to October 15. Staff recommends the Council adopt the proposed resolution nominating Bert Lamson to the JCAD Board of Directors, as presented.

1 **CITY OF GROVES, TEXAS**

2
3 **RESOLUTION NO. 2025-10**

4 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS,**
5 **NOMINATING MR. BERT LAMSON TO SERVE AS A MEMBER OF THE BOARD OF**
6 **DIRECTORS OF THE JEFFERSON COUNTY APPRAISAL DISTRICT.**

7
8 **WHEREAS**, the Jefferson County Appraisal District (JCAD) is governed by a Board of
9 Directors composed of members appointed by the taxing entities within Jefferson County or
10 elected by the citizens of County; and

11 **WHEREAS**, the JCAD Board of Directors is responsible for overseeing the operations of
12 the Appraisal District, including selecting the Chief Appraiser, adopting the District's annual
13 budget, ensuring compliance with state laws and policies, and maintaining transparency and
14 accountability to the taxing entities it serves; and

15 **WHEREAS**, the City of Groves, Texas, as a participating taxing unit within Jefferson
16 County, is entitled to nominate one or more individuals for election to the JCAD Board of Directors
17 for the upcoming term; and

18 **WHEREAS**, Mr. Bert Lamson, a resident of Groves, Texas, and lifelong Jefferson County
19 native, has expressed his desire to serve on the JCAD Board of Directors, bringing with him over
20 35 years of experience in engineering design education with the Port Arthur Independent School
21 District and over 40 years as owner and operator of Bert Lamson Design, as well as business
22 experience as managing partner of the Neches River Wheelhouse Restaurant; and

23 **WHEREAS**, Mr. Lamson's education, professional background, and longstanding
24 involvement in the Mid- and South Jefferson County community will provide valuable perspective
25 and representation to the JCAD Board of Directors; and

26 **WHEREAS**, Mr. Lamson has reviewed and acknowledged his understanding of the
27 statutory duties and responsibilities of members of the Jefferson County Appraisal District Board
28 of Directors, as outlined in the Acknowledgement of Board of Director's Duties form provided by
29 the District;

30 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY**
31 **OF GROVES, TEXAS:**

- 32 1. That the City Council of the City of Groves hereby nominates Mr. Bert Lamson to serve as a
33 member of the Jefferson County Appraisal District Board of Directors for the upcoming term
34 beginning January 1, 2026.

2. That the City Manager is hereby authorized and directed to submit this resolution to the Jefferson County Appraisal District prior to the October 15, 2025, nomination deadline.
3. That this resolution shall take effect immediately upon its passage and approval.

PASSED, APPROVED, and, ADOPTED this 13th day of October, 2025, by the City Council of the City of Groves, Texas.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

APPROVED AS TO FORM:

Brandon P. Monk, City Attorney

Dear Kevin,

As per our phone conversation, It has come to my attention there is a vacancy on the Jefferson County Appraisal District Board. I would like to represent both Mid and South County. I was born and raised in Port Arthur and currently live in Groves. I am a graduate of Thomas Jefferson High School and attended Lamar University where I received a bachelors degree of science in Industrial Technology.

I am currently retired from the Port Arthur Independent School District in which I taught Engineering Design for 35 years. Along with teaching, I have owned and operated an architectural design firm named Bert Lamson Design for the last 40 years. Recently I have Designed, built, and now am a managing partner of the Neches River Wheelhouse Restaurant.

I do believe with my knowledge of architecture and construction that I could be an asset to the Jefferson County Appraisal District. Any help you feel you could give me would be greatly appreciated. If you have any questions please feel free to call me at 409-718-8184.

Sincerely,

Bert Lamson



ACKNOWLEDGEMENT OF BOARD OF DIRECTOR'S DUTIES
Jefferson Central Appraisal District

I hereby acknowledge that I have read and understand the duties of a member of the Board of Directors of an appraisal district. I understand that the statutory responsibilities include:

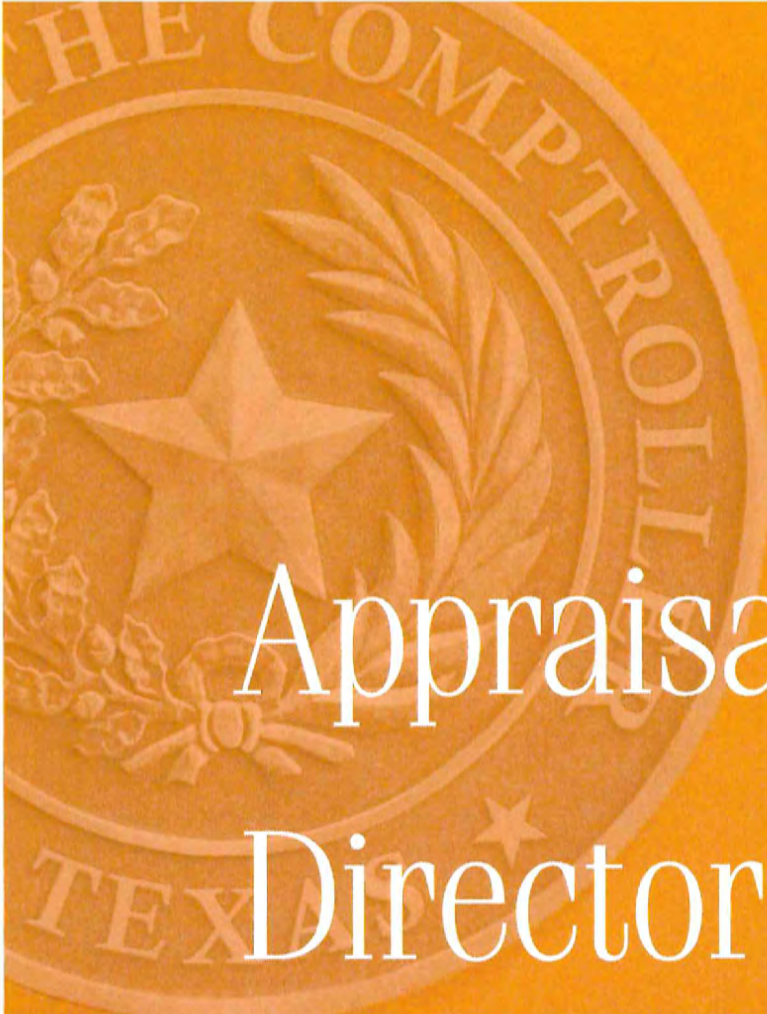
1. establishing the appraisal district office;
2. hiring a chief appraiser;
3. adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
4. adopting a new budget if voting taxing units disapprove of the initial budget;
5. determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
6. notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
7. appointing a person to fill a vacancy in an elective position on the board;
8. electing a chairperson and a secretary of the board at the first meeting each year;
9. holding board meetings at least quarterly;
10. developing and implementing policies regarding reasonable access to the board;
11. preparing information describing the board's functions and complaint procedures and making that information available to the public and to the participating taxing units;
12. notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
13. in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
14. annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
15. referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;
16. developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
17. making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
18. having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
19. designating the appraisal district depository biennially;
20. receiving resolutions from voting taxing units disapproving of board actions;
21. adhering to Local Government Code requirements for purchasing and entering into contracts;
22. providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;

23. adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
24. adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex parte communication requirements.

Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.

Signature of Nominee/Candidate

Date

The seal of the Texas Comptroller of Public Accounts is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath. The words "THE COMPTROLLER" are inscribed along the top arc, and "TEXAS" is at the bottom. The background of the entire page is a solid orange color.

Glenn Hegar
Texas Comptroller
of Public Accounts

Appraisal District Director's Manual

March 2024

Governance In Populous Counties on July 1, 2024

Composition of Board of Directors

Counties with a population of 75,000 or more are considered populous counties.¹⁰³ The board of directors is composed of nine members.¹⁰⁴ Five members are appointed by the taxing units that participate in the district; three members are elected by a majority vote at the general election for state and county officers by the voters of the county in which the appraisal district is established; and the TAC serves as an ex officio director.¹⁰⁵

The board of directors or taxing units participating in the district may not increase the number of members on the board, change the method by which directors are selected, or alter the terms of office.¹⁰⁶

Board members may not receive compensation for service on the board but are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties.¹⁰⁷ This reimbursement is as provided by the budget adopted the board of directors.¹⁰⁸

Eligibility

To be eligible to serve on a board of directors, an individual must be a resident of the appraisal district and must have resided in the appraisal district for at least two years immediately preceding the date of taking office.¹⁰⁹ This residency

requirement does not apply to a county TAC serving as a nonvoting director.¹¹⁰

An employee of a taxing unit that participates in the appraisal district is not eligible to serve on the board of directors, unless that individual also is a member of the governing body of the taxing unit or an elected official of a taxing unit.¹¹¹ Membership on the governing body of a taxing unit does not make an otherwise eligible individual ineligible to serve on the board of directors.¹¹²

Owing delinquent property taxes disqualifies a person from serving on the appraisal district board of directors.¹¹³ The person is ineligible if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency.¹¹⁴ This disqualification does not apply if the person is paying the delinquent taxes and any penalties and interest under an installment payment agreement or has deferred or abated a suit to collect the delinquent taxes.¹¹⁵

A person is ineligible to serve on an appraisal district's board of directors if the individual served as a member of the board of directors for all or part of five terms, unless they were a county assessor-collector at the time of service.¹¹⁶

A person who has appraised property for compensation for use in proceedings, represented property owners for compensation

¹⁰³ Tex. Tax Code §6.0301

¹⁰⁴ Tex. Tax Code §6.0301(c) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁰⁵ Tex. Tax Code §6.0301(c) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁰⁶ Tex. Tax Code §6.0301(b) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁰⁷ Tex. Tax Code §6.04(c)

¹⁰⁸ Tex. Tax Code §6.04(c)

¹⁰⁹ Tex. Tax Code §6.0301(d) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹¹⁰ Tex. Tax Code §6.0301(d) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹¹¹ Tex. Tax Code §6.0301(d) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹¹² Tex. Tax Code §6.0301(d) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹¹³ Tex. Tax Code §6.035(a)(2)

¹¹⁴ Tex. Tax Code §6.035(a)(2)

¹¹⁵ Tex. Tax Code §6.035(a)(2)

¹¹⁶ Tex. Tax Code §6.035(a-1)

in proceedings in the appraisal district or was an appraisal district employee at any time within the preceding three years is ineligible to serve on the board of directors.¹¹⁷

A person is ineligible to serve on the board of directors if the individual is related within the second degree of consanguinity (blood) or affinity (marriage) to the following:

- an appraiser who appraises property for use in a proceeding under the Tax Code; or
- a person who represents property owners for compensation in proceedings under the Tax Code in the appraisal district.¹¹⁸

A director who continues to hold office knowing he or she is related in this manner to the above-named persons commits a Class B misdemeanor offense.¹¹⁹

An individual is not eligible to be appointed to or to serve on the board of directors if an individual has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the appraisal district.¹²⁰ This prohibition also applies to contracts with a taxing unit that participates in the appraisal district if the contract relates to the performance of an activity governed by the Tax Code.¹²¹ An appraisal district may not enter into a contract with a board member or with a business entity in which a board member has a substantial interest.¹²² A taxing unit may not enter into a contract relating to the performance of an activity governed by the Tax Code with a board member in which the taxing unit participates or with a business entity in which a board member has a substantial interest.¹²³

An individual has substantial interest in a business entity if:

- the combined ownership of the director and the director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
- the director or director's spouse is a partner, limited partner or officer of the business entity.¹²⁴

¹¹⁷ Tex. Tax Code §6.035(a-1)

¹¹⁸ Tex. Tax Code §6.035(a)(1).

¹¹⁹ Tex. Tax Code §6.035(b)

¹²⁰ Tex. Tax Code §6.036(a)

¹²¹ Tex. Tax Code §6.036(a)

¹²² Tex. Tax Code §6.036(b)

¹²³ Tex. Tax Code §6.036(c)

¹²⁴ Tex. Tax Code §6.036(d)

Election of Members by the Public and Terms

Three members of the board of directors are elected by a majority vote at the general election for state and county officers by the voters of the county in which the appraisal district is established.¹²⁵ Election Code Chapter 144 applies to a candidate for an elective position on the board of directors.¹²⁶ The election is governed by the Election Code.

A candidate for an elective position on the board of directors must file an application for a place on the ballot with the county judge in the county in which the appraisal district is established.¹²⁷ The application must be accompanied by a filing fee or a petition in lieu of a filing fee.¹²⁸ A filing fee received with an application is deposited in the county treasury to the credit of the county general fund.¹²⁹

The filing fee varies depending on the population of the county. For a county with a population of 200,000 or more, the filing fee is \$400. For a county with a population of less than 200,000, the filing fee is \$200.¹³⁰ A petition submitted in lieu of a filing fee must include a minimum of the lesser of 500 signatures or two percent of the total vote received in the county by all the candidates for governor in the most recent gubernatorial general election.¹³¹ If the minimum number of signatures determined using the vote count in the most recent gubernatorial general election is less than 50, the number of signatures required is the lesser of 50 or 20 percent of that total vote.¹³²

¹²⁵ Tex. Tax Code §6.0301(c) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹²⁶ Tex. Tax Code §6.032(a) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹²⁷ Tex. Tax Code §6.032(b) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹²⁸ Tex. Tax Code §6.032(b) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹²⁹ Tex. Tax Code §6.032(e) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹³⁰ Tex. Tax Code §6.032(c)(1) and (2) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹³¹ Tex. Tax Code §6.032(d)(1) and (2) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

¹³² Tex. Tax Code §6.032(d)(2) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.04, effective October 12, 2023

Elected directors serve staggered four-year terms.¹³³ Each term begins on Jan. 1 of an odd-numbered year.¹³⁴

The first election for appraisal district directors is the uniform election date in May 2024. The directors elected at that time take office on July 1, 2024 and serve a term that expires on Dec. 31, 2026. Following the initial election, directors will be elected beginning with the general election conducted in November 2026. Directors elected at that time take office on Jan. 1, 2027.¹³⁵

At the first meeting of the board of directors following the November 2026 general election, the elected directors will draw lots to determine which director will serve a two-year term and which two directors will serve a four-year term. After the November 2028 general election, all elected directors will serve four-year terms.¹³⁶

Appointment by Taxing Units and Terms

The taxing units participating in the appraisal district appoint five members to the board of directors; the appointment process is not governed by the Texas Election Code.¹³⁷

Taxing units — counties, cities/towns, school districts, junior colleges and certain conservation and reclamation districts — select five appointed directors in the fall of each odd-numbered year.¹³⁸ Conservation and reclamation districts may participate in this process if at least one conservation and reclamation district in the appraisal district delivers to the chief appraiser a written request to nominate and vote on the board of directors by June 1 of each odd-numbered year.¹³⁹ On request, the chief appraiser must certify all eligible conservation

and reclamation districts that are imposing taxes and that participate in the appraisal district by June 15.¹⁴⁰

The voting entitlement of a taxing unit is determined by a calculation that takes into account a taxing unit's share of the total dollar amount of property taxes imposed in the appraisal district.¹⁴¹ The chief appraiser makes this calculation for each taxing unit (other than conservation and reclamation districts) and delivers written notice before Oct. 1 of each odd-numbered year of the number of votes to which each taxing unit is entitled.¹⁴² Each taxing unit (other than a conservation and reclamation district) that is entitled to vote may submit to the chief appraiser one nominee for each position to be filled before Oct. 15.¹⁴³

The chief appraiser also must calculate the number of votes that an eligible conservation and reclamation district is entitled to and must deliver before July 1 of each odd-numbered year, a written notice to the district of its voting entitlement and right to nominate one candidate for director.¹⁴⁴ All eligible conservation and reclamation districts must submit the name of the district's nominee to the chief appraiser before July 15 of each odd-numbered year.¹⁴⁵ Before Aug. 1, the chief appraiser must prepare a nominating ballot listing all the nominees of conservation and reclamation districts and deliver a ballot to the presiding officer of the board of directors of each district.¹⁴⁶ The board of directors of each district must submit its vote for the nominee of conservation and reclamation districts before Aug. 15.¹⁴⁷ The winning nominee of the conservation and reclamation districts in the appraisal district becomes a nominee for appraisal district director.¹⁴⁸

The chief appraiser must prepare a ballot before Oct. 30 with candidates whose names were timely submitted, including the nominee of conservation and reclamation districts, if applicable.¹⁴⁹ Each taxing unit entitled to vote must determine its vote by resolution and submit it to the

¹³³ Tex. Tax Code §6.0301(e) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹³⁴ Tex. Tax Code §6.0301(e) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹³⁵ Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.13, effective October 12, 2023

¹³⁶ Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.13, effective October 12, 2023

¹³⁷ Tex. Att'y Gen. Op. JM-166 (1984)

¹³⁸ Tex. Tax Code §§6.03 and 6.0301(e) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹³⁹ Tex. Tax Code §6.03(c)

¹⁴⁰ Tex. Tax Code §6.03(c)

¹⁴¹ Tex. Tax Code §6.03(d)

¹⁴² Tex. Tax Code §6.03(e)

¹⁴³ Tex. Tax Code §6.03(g)

¹⁴⁴ Tex. Tax Code §6.03(f) and (h)

¹⁴⁵ Tex. Tax Code §6.03(h)

¹⁴⁶ Tex. Tax Code §6.03(h)

¹⁴⁷ Tex. Tax Code §6.03(h)

¹⁴⁸ Tex. Tax Code §6.03(h)

¹⁴⁹ Tex. Tax Code §6.03(j)

chief appraiser before Dec. 15.¹⁵⁰ In counties with a population of 120,000 or more, a taxing unit entitled to cast at least five percent of the total votes is required to determine its vote by resolution adopted at the first or second meeting held after the chief appraiser delivers the ballot. The taxing unit must submit its vote not later than the third day following the date the resolution is adopted.¹⁵¹

The five candidates who receive the largest cumulative vote totals become the board of directors.¹⁵² The chief appraiser announces the new directors before Dec. 31.¹⁵³ Ties must be resolved by the chief appraiser by any method of chance.¹⁵⁴

Throughout the selection process, the Tax Code specifies dates for action by the chief appraiser and the taxing units. The dates provided in Tax Code Section 6.03(f) and (g) are directory and not mandatory.¹⁵⁵ However, the advice of legal counsel should be obtained in such situations.

Appointed directors serve staggered four-year terms.¹⁵⁶ Each term begins on Jan. 1 of an even-numbered year.¹⁵⁷

The term of an appraisal district director serving on Dec. 31, 2024, expires on Jan. 1, 2025. Taxing units participating in the appraisal district must appoint five directors to serve terms beginning on Jan. 1, 2025. Two directors are appointed to serve a term of one year and three directors are appointed to serve a term of three years. After the initial term, all appointed directors will serve four-year terms.¹⁵⁸

Recalling an Appointed Director

A taxing unit may ask for the recall of an appointed director the taxing unit voted for in the appointment process.¹⁵⁹ A recall starts when a taxing unit files a resolution with the chief appraiser stating that the taxing unit is calling for the recall

of a named member.¹⁶⁰ Within 10 days after a taxing unit files a recall resolution, the chief appraiser must give written notice of the resolution's filing to the presiding officer of each voting taxing unit.¹⁶¹

Only the taxing units that voted to appoint the member may vote.¹⁶² A recall-voting taxing unit has the same number of votes in the recall that it cast in appointing the board member.¹⁶³ A taxing unit votes by submitting a resolution to the chief appraiser on or before the 30th day after the recall resolution's filing.¹⁶⁴

Not later than the 10th day after the last day for voting in favor of the recall, the chief appraiser must count the votes cast.¹⁶⁵ A director is recalled if the number of votes cast in favor of recall equals or exceeds a majority of the votes cast appointing the board member.¹⁶⁶ The chief appraiser must immediately notify in writing the presiding officer of the board of directors and the governing body of each recall-voting taxing unit of the results.¹⁶⁷ If the chair is the subject of the recall, the board secretary must also be notified.¹⁶⁸

After a recall, the director's vacancy is filled by the recall-voting taxing units appointing a new board member.¹⁶⁹ Each recall-voting taxing unit may nominate by resolution one candidate and is entitled to the same number of votes it originally cast to appoint the recalled member.¹⁷⁰

On or before the 15th day after the last day nominations must be submitted, the chief appraiser must prepare a ballot and deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote to fill the vacancy.¹⁷¹ A taxing unit determines its vote by resolution and submits it to the chief appraiser.¹⁷² The chief appraiser counts the votes on or before the 15th day after the

¹⁵⁰ Tex. Tax Code §6.03(k)

¹⁵¹ Tex. Tax Code §6.03(k-1)

¹⁵² Tex. Tax Code §6.03(k)

¹⁵³ Tex. Tax Code §6.03(k)

¹⁵⁴ Tex. Tax Code §6.03(k)

¹⁵⁵ Tex. Att'y Gen. Op. JM-166 (1984)

¹⁵⁶ Tex. Tax Code §6.0301(c) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁵⁷ Tex. Tax Code §6.0301(e) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁵⁸ Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.13, effective October 12, 2023

¹⁵⁹ Tex. Tax Code §6.033(a)

¹⁶⁰ Tex. Tax Code §6.033(a)

¹⁶¹ Tex. Tax Code §6.033(a)

¹⁶² Tex. Tax Code §6.033(b)

¹⁶³ Tex. Tax Code §6.033(b)

¹⁶⁴ Tex. Tax Code §6.033(b)

¹⁶⁵ Tex. Tax Code §6.033(c)

¹⁶⁶ Tex. Tax Code §6.033(c)

¹⁶⁷ Tex. Tax Code §6.033(c)

¹⁶⁸ Tex. Tax Code §6.033(c)

¹⁶⁹ Tex. Tax Code §6.033(d)

¹⁷⁰ Tex. Tax Code §6.033(d)

¹⁷¹ Tex. Tax Code §6.033(d)

¹⁷² Tex. Tax Code §6.033(d)

last day on which a taxing unit may vote, declares the winner who received the largest vote total and notifies the chair of the board of directors, each taxing unit and the candidates.¹⁷³ The chief appraiser must resolve a tie vote by any method of chance.¹⁷⁴

If the board of directors is appointed by another method or procedure adopted under Tax Code Section 6.031, the taxing units that voted for or participated in the appointment of the director may recall him or her and appoint a new director by any method adopted by resolution of a majority of recall-voting taxing units.¹⁷⁵ If the appointment was by election, the method of recall and appointing a new director to the vacancy is not valid unless it provides that each taxing unit is entitled to the same number of votes it cast for the member being recalled.¹⁷⁶

Vacancy

If a vacancy occurs in an elective position, the board of directors must appoint a person to fill the vacancy by a majority vote of its members. A person appointed to fill the vacancy of an elective position must meet the qualifications required of a director elected at the general election.¹⁷⁷

If a vacancy occurs in an appointive position, each voting taxing unit nominates by resolution a candidate to fill the vacancy.¹⁷⁸ Within 45 days after receiving notice from the board of directors that a vacancy exists, a taxing unit must submit the nomination to the chief appraiser.¹⁷⁹ The chief appraiser delivers a list of the nominees to the directors within the next five days.¹⁸⁰ Directors select by majority vote one of the nominees to fill the vacancy.¹⁸¹

¹⁷³ Tex. Tax Code §6.033(d)

¹⁷⁴ Tex. Tax Code §6.033(d)

¹⁷⁵ Tex. Tax Code §6.033(e)

¹⁷⁶ Tex. Tax Code §6.033(e)

¹⁷⁷ Tex. Tax Code §6.0301(g) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁷⁸ Tex. Tax Code §6.0301(f) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁷⁹ Tex. Tax Code §6.0301(f) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁸⁰ Tex. Tax Code §6.0301(f) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

¹⁸¹ Tex. Tax Code §6.0301(f) as added by Acts 2023, 88th Leg., 2nd C.S., ch. 1 (S.B. 2), Sec. 5.03, effective July 1, 2024

Governance, Board Duties, Authority and Policies

A board of directors has required duties and authority under the Tax Code. Other additional duties and authority are provided for in other law. Consult an attorney regarding all legal duties and authority.

Oath of Office

The Texas Constitution requires all elected and appointed officers to sign an anti-bribery statement and take an oath of office before beginning the duties of the office.¹⁸²

The constitutionally prescribed anti-bribery statement is located on the secretary of state's website as Form 2201 at sos.state.tx.us/statdoc/forms/2201.pdf. A director signs this statement before the oath of office is administered.¹⁸³ Directors should retain the statement in the appraisal district's official records.¹⁸⁴

The official oath of office is found on the secretary of state's website as Form 2204 at sos.state.tx.us/statdoc/forms/2204.pdf.

Conflicts of Interest

Board members are subject to conflict of interest provisions in law, including Tax Code Section 6.036 which excludes certain individuals from serving on the board of directors. Local Government Code Chapter 171 applies to all local officials, including appraisal district boards of directors. Local Government Code Chapter 176 applies to officers of political subdivisions of the state.¹⁸⁵

For more information, see the Texas Ethics Commission's conflict of interest forms at ethics.state.tx.us/forms/conflict/.

¹⁸² Tex. Const. art. XVI §1(a) and (b)

¹⁸³ Tex. Const. art. XVI §1

¹⁸⁴ Tex. Const. art. XVI §1(c)

¹⁸⁵ Tex. Local Gov't Code §§171.001(1) and 176.001(3) and (4)

Ex Parte Communications

A board member commits a Class C misdemeanor offense if the member directly or indirectly communicates with the chief appraiser on any matter relating to property appraisal by the appraisal district.¹⁸⁶ However, this type of communication is allowed in:

- an open meeting of the appraisal district board of directors or another public forum; or
- a closed meeting of the board of directors held to consult with its attorney about pending litigation, at which the chief appraiser's presence is necessary for full communication between the board and its attorney.¹⁸⁷

These ex parte communication provisions do not apply to a routine communication between the chief appraiser and the county TAC relating to appraisal roll administration, including a communication made in connection with the certification, correction or collection of an account.¹⁸⁸ This exception applies regardless of whether the county TAC was appointed to the board of directors or serves as a non-voting director.¹⁸⁹

These ex parte communication provisions do not prohibit an appraisal district board member from transmitting in writing to a chief appraiser, without comment, a complaint by a property owner or taxing unit about a specific property's appraisal.¹⁹⁰

A board member, officer or employee of a taxing unit commits a Class A misdemeanor offense if they directly or indirectly communicate with the chief appraiser or another

¹⁸⁶ Tex. Tax Code §6.15(a) and (d)

¹⁸⁷ Tex. Tax Code §6.15(a)

¹⁸⁸ Tex. Tax Code §6.15(c)

¹⁸⁹ Tex. Tax Code §6.15(c)

¹⁹⁰ Tex. Tax Code §6.15(c)

appraisal district employee for the purpose of influencing an appraised property value, unless they own or lease the property themselves.¹⁹¹

Primary Duties

The following is a nonexclusive list of the board of directors' primary responsibilities under the Tax Code:

Establish the appraisal district office;¹⁹²

Hire a chief appraiser;¹⁹³

Adopt the appraisal district's annual operating budget before Sept. 15 after fulfilling notice requirements and holding a public hearing;¹⁹⁴

Adopt a new budget within 30 days after a budget is disapproved by voting taxing units;¹⁹⁵

Determine whether to remove ARB members appointed by the board after learning of a potential ground for removal;¹⁹⁶

Notify taxing units of any board vacancy and elect by majority vote of members one of the submitted nominees;¹⁹⁷

Elect from members a chair and secretary at the first meeting of the calendar year;¹⁹⁸

Have board meetings at least once each calendar quarter;¹⁹⁹

Develop and implement policies regarding reasonable access to the board;²⁰⁰

Prepare information describing the board's functions and complaint procedures; the information must be made available to the public and the appropriate taxing units;²⁰¹

Notify parties to a complaint filed with the board of the status of the complaint unless otherwise provided;²⁰²

Appoint a TLO and one or more deputy TLOs in counties having a population of over 120,000;²⁰³

Annually evaluate the performance of the TLO and each deputy TLO, if applicable, including a review of the timeliness of complaint resolution;²⁰⁴

Refer matters relating to the ARB's conduct investigated by the TLO to the local administrative district judge with a recommendation;²⁰⁵

Biennially develop a written plan for the periodic reappraisal of all property in the appraisal district's boundaries, hold a public hearing with the required notice, approve a plan by Sept. 15 of each even-numbered year and distribute copies to participating taxing units and to the Comptroller's office as required;²⁰⁶

Make an agreement with newly formed taxing unit's governing body on an estimated budget allocation for the new taxing unit;²⁰⁷

Have prepared an annual financial audit conducted by an independent certified public accountant and deliver a copy of the audit to each voting taxing unit and make available for inspection at the appraisal district office;²⁰⁸

Designate the appraisal district depository at least once every two years;²⁰⁹

Receive taxing units' resolutions disapproving board actions;²¹⁰

Adhere to requirements regarding purchasing and contracting under Local Government Code Chapter 252;²¹¹

Provide advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determine the number of members on that advisory board;²¹²

Adhere to laws concerning the preservation, microfilming, destruction or other disposition of records; and²¹³

Adopt and implement a policy for the temporary replacement of an ARB member who violates ex parte communication requirements.²¹⁴

¹⁹¹ Tex. Tax Code §6.155

¹⁹² Tex. Tax Code §6.05(a)

¹⁹³ Tex. Tax Code §6.05(c)

¹⁹⁴ Tex. Tax Code §6.06(b)

¹⁹⁵ Tex. Tax Code §6.06(b)

¹⁹⁶ Tex. Tax Code §6.41(f) as amended by Acts 2021, 87th Leg., R.S. Ch. 533, Sec. 5

¹⁹⁷ Tex. Tax Code §6.03(l)

¹⁹⁸ Tex. Tax Code §6.04(a)

¹⁹⁹ Tex. Tax Code §6.04(b)

²⁰⁰ Tex. Tax Code §6.04(d) and (e)

²⁰¹ Tex. Tax Code §6.04(f)

²⁰² Tex. Tax Code §6.04(g)

²⁰³ Tex. Tax Code §6.052(a)

²⁰⁴ Tex. Tax Code §6.25(i)

²⁰⁵ Tex. Tax Code §41.66(q)

²⁰⁶ Tex. Tax Code §6.05(i)

²⁰⁷ Tex. Tax Code §6.06(h)

²⁰⁸ Tex. Tax Code §6.063(a) and (b)

²⁰⁹ Tex. Tax Code §6.09

²¹⁰ Tex. Tax Code §6.10

²¹¹ Tex. Tax Code §6.11

²¹² Tex. Tax Code §6.12(a)

²¹³ Tex. Tax Code §6.13

²¹⁴ Tex. Tax Code §41.66(g)

Statutory Authority

Tax Code Chapter 6 contains much of the statutory authority for boards of directors. The following is a non-exclusive list of boards' authority:

Provide for the operation of a consolidated appraisal district by interlocal contract between two or more adjoining appraisal districts;²¹⁵

Change the number of directors or method of selecting directors, or both, unless any of the voting taxing units oppose the change;²¹⁶

Have board meetings at any time at the call of the chair or as provided by board rule;²¹⁷

Contract with another appraisal district or with a taxing unit in the appraisal district to perform the duties of the appraisal district office;²¹⁸

Prescribe, by resolution, specified actions of the chief appraiser relating to appraisal district finances or administration that are subject to board approval;²¹⁹

Employ a general counsel to the appraisal district to serve at the will of the board;²²⁰

Purchase or lease real property and construct improvements necessary to establish and operate an appraisal district office or branch office;²²¹

Convey real property owned by the appraisal district;²²²

Amend the approved operating budget after giving notice to participating taxing units not later than the 30th day before the date the board acts on the proposed amendment;²²³

Authorize the chief appraiser to disburse appraisal district funds;²²⁴

Change the appraisal district's method of financing unless any participating taxing unit opposes the change;²²⁵

Contract with the governing body of a taxing unit or county to assess and collect taxes through the Interlocal Cooperation Act;²²⁶

Change the number of ARB members; and²²⁷

Appoint auxiliary ARB members and select the number of auxiliary members by resolution, except in certain counties.²²⁸

The Tax Code also provides certain statutory authority to the board of directors outside of Chapter 6, including authorizing a board of directors to approve the chief appraiser to contract with private appraisal firms to perform appraisal services under Tax Code Section 25.01(b). On the board of directors' written approval, a chief appraiser is entitled to appeal certain ARB orders to district court as provided by Tax Code Section 42.02.

Limited Appraisal Authority

The board's appraisal authority is limited. The board does not appraise property or review values on individual properties. The law assigns these tasks to the chief appraiser and the ARB, respectively. The board of directors does have the authority to give written approval for a chief appraiser to appeal certain ARB orders in court.²²⁹

The board has authority over appraisal policy through the following duties and authority:

- duty to develop biennially a written plan for periodic reappraisal;²³⁰
- duty to adopt an operating budget to reflect the board's decisions on handling appraisals;²³¹
- authority to contract with another appraisal district or with a taxing unit in the appraisal district to perform the duties of the appraisal district's office; and²³²
- authority to approve the chief appraiser to contract with private appraisal firms to perform appraisal services.²³³

Meetings

At the board of directors' first meeting each calendar year, the board must elect from its members a chair and a secretary.²³⁴

²¹⁵ Tex. Tax Code §6.02

²¹⁶ Tex. Tax Code §6.031(a)

²¹⁷ Tex. Tax Code §6.04(b)

²¹⁸ Tex. Tax Code §6.05(b)

²¹⁹ Tex. Tax Code §6.05(h)

²²⁰ Tex. Tax Code §6.05(j)

²²¹ Tex. Tax Code §6.051(a)

²²² Tex. Tax Code §6.051(c)

²²³ Tex. Tax Code §6.06(c)

²²⁴ Tex. Tax Code §6.06(f)

²²⁵ Tex. Tax Code §6.061(a)

²²⁶ Tex. Tax Code §6.24(a) and (b)

²²⁷ Tex. Tax Code §6.41(b-1)

²²⁸ Tex. Tax Code §6.414

²²⁹ Tex. Tax Code §42.02(a) and (c)

²³⁰ Tex. Tax Code §6.05(i)

²³¹ Tex. Tax Code §6.06(b)

²³² Tex. Tax Code §6.05(b)

²³³ Tex. Tax Code §25.01(b)

²³⁴ Tex. Tax Code §6.04(a)

A nonvoting TAC may serve as chair or secretary.²³⁵ A majority of the appraisal district board of directors constitutes a quorum.²³⁶ A TAC who is a nonvoting member is counted in determining the presence of a quorum.²³⁷

The board may meet at any time at the call of the chair or as provided by board rule.²³⁸ However, the board must meet at least once each calendar quarter.²³⁹

The board must provide reasonable time at meetings for public comment on appraisal district and ARB policies and procedures and allow a reasonable amount of time for a TLO's report, if applicable.²⁴⁰

Written Policies

Through its policies, the board determines the appraisal district's goals and operates as the decision-making body of the appraisal district. While the Tax Code requires boards of directors to develop written policies on certain issues, a written policy covering all operational aspects of appraisal district operations should be considered.

Written procedures and policies are good management tools. A policy manual allows the board to make important decisions carefully and in advance, rather than in response to crisis situations. They permit the appraisal district's operations to continue uninterrupted if key employees leave. A policy manual also helps educate the public and others about appraisal district operations.

Examples of policies of boards of directors can be found at comptroller.texas.gov/taxes/property-tax/board-policies/.

Required Policies

State law requires the board to have written policies on specific issues. The board must:

- develop and implement policies that provide the public with reasonable opportunity to appear before the board to speak on any issue under the board's jurisdiction;²⁴¹
- prepare and maintain a written plan that describes how a non-English speaking person or a person who has a physical, mental or developmental disability may be provided reasonable access to the board; and²⁴²
- prepare information of public interest describing the board's functions and procedures to file complaints and how complaints are resolved by the board.²⁴³

The board must biennially develop a written reappraisal plan for the periodic reappraisal of all property in the appraisal district's boundaries by Sept. 15 of each even-numbered year.²⁴⁴ The plan must comply with Tax Code Section 25.18.²⁴⁵ Certain activities must be conducted in the reappraisal of all real and personal property located in the appraisal district at least once every three years.²⁴⁶ In summary, those activities are the following:

- identifying properties by physical inspection or other reliable means of identification (such as deeds or other legal documentation, aerial or land-based photographs, surveys, maps and sketches);
- identifying and updating property characteristics;
- defining market areas;
- identifying property characteristics affecting value in market areas (such as property location and market area, physical attributes, legal and economic attributes and legal restrictions);
- developing an appraisal model that reflects the relationship among property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
- applying the conclusions from the model to the characteristics of individual properties; and
- reviewing the appraisal results to determine value.²⁴⁷

Tax Code Section 23.01(b) provides that if an appraisal district determines a property's appraised value using mass

²³⁵ Tex. Att'y Gen. Op. JC-0580 (2002)

²³⁶ Tex. Tax Code §6.04

²³⁷ Tex. Att'y Gen. Op. JC-0580 (2002)

²³⁸ Tex. Tax Code §6.04(b)

²³⁹ Tex. Tax Code §6.04(b)

²⁴⁰ Tex. Tax Code §6.04(d)

²⁴¹ Tex. Tax Code §6.04(d)

²⁴² Tex. Tax Code §6.04(e)

²⁴³ Tex. Tax Code §6.04(f)

²⁴⁴ Tex. Tax Code §6.05(i)

²⁴⁵ Tex. Tax Code §6.05(i)

²⁴⁶ Tex. Tax Code §25.18(b)

²⁴⁷ Tex. Tax Code §25.18(b)

appraisal standards, those standards must comply with the Uniform Standards of Professional Appraisal Practice.

The board of directors must hold a public hearing to consider the proposed plan and provide written notice to each participating taxing unit of the hearing not later than the 10th day before the hearing.²⁴⁸ After holding the public hearing and approving a plan by Sept. 15 of each even-numbered year, the board of directors must distribute copies of the plan to the participating taxing units and to the Comptroller's office within 60 days of the approval date.²⁴⁹

The board of directors may include language in the reappraisal plan to give the chief appraiser discretion to make limited changes, especially as they relate to the work plan or schedule of appraisal activities, without the need for additional board approval or plan amendment. This limited authority would allow the chief appraiser to make timeline adjustments to meet staffing needs or to address other management issues.

In order to ensure timely compliance with the reappraisal plan, the board of directors should consider conducting an annual review of plan implementation. Attention to completion of tasks according to the appraisal work plan or schedule should be given, along with completion of reappraisal activities for all identified market areas.

If the plan requires revision because of staff reductions, changes in market areas, unexpected circumstances, or any other reason deemed appropriate by the board of directors, it may be amended by official action, without the board of directors conducting another public hearing. Copies of the amended reappraisal plan should be distributed to the participating taxing units and the Comptroller's office.

The board of directors also must adopt and implement a policy for the temporary replacement of an ARB member who has communicated with another person in violation of ex parte communication provisions.²⁵⁰ An ARB member may not communicate with another person concerning the evidence, argument, facts, merits or any other matters related to an owner's protest, except during the protest hearing.²⁵¹ An ARB member also may not communicate with another person concerning a property that is the subject of the protest, except during a hearing on another protest or other proceeding before the board at which the property is compared to other property or used in a sample of properties.²⁵²

²⁴⁸ Tex. Tax Code §6.05(i)

²⁴⁹ Tex. Tax Code §6.05(i)

²⁵⁰ Tex. Tax Code §41.66(g)

²⁵¹ Tex. Tax Code §41.66(f)

²⁵² Tex. Tax Code §41.66(f)

City of Groves
Agenda Item Information Form

Council Meeting Date: Oct 13, 2025 Department: Police Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Deliberate and act on Resolution 2025-09, authorizing the submittal of a Public Safety Office – Homeland Security Grant Program FY 2026 grant to purchase an Unmanned Aircraft System and designating the City Marshal as the authorized officer.
Party(ies) requesting placement of this item on the agenda: City Marshal

Submitted to City Manager's Office on: Date: 10/7/2025 Time: 11:00 AM By: Marshal

Explanation of Item: A resolution from City Council is a required component of the grant application process. See The accompanying memo for additional information.

Deadline for Approval: Immediately

Staff Recommendation: Approval of the Resolution, as presented.

Alternative (if any) for consideration: None

Identify any attachments to this document: Grant informational handout, memo, resolution, application

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number _____ Resolution – Number 2025-09 Other – Specify: _____

Signed: [Signature] Date: 10/7/25 Approved: [Signature] Date: 10/09/25
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 _____

SAMPLE RESOLUTION

WHEREAS, The _____ (Governing Body) finds it in the best interest of the citizens of _____, (Geographic Area) that the _____ (Name of Project) be operated for the _____ (Year); and

WHEREAS, _____ (Governing Body) agrees to provide applicable matching funds for the said project as required by the _____ (Funding Source) grant application; and

WHEREAS, _____ (Governing Body) agrees that in the event of loss or misuse of the Office of the Governor funds, _____ (Governing Body) assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, _____ (Governing Body) designates _____ (Name and/or Position Title) as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that _____ (Governing Body) approves submission of the grant application for the _____ (Name of Project) to the Office of the Governor.

Signed by:

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Number: _____

Commented [PC1]: It is not necessary to include the dollar or percentage amount, just a commitment to provide the applicable match. Changes in the award amount could result in a requirement for the grantee to submit a new resolution.

This provision is not required for resolutions submitted under some funding sources because no matching funds are required – check the application instructions for the applicable match requirements for this funding source.

Commented [PC2]: If you designate a name, you will always need to submit a new resolution if the authorized official changes.

Commented [am3]: The Grant Number (ex: 1650304) can be found in eGrants after you create a new or continuation funding solicitation.

RESOLUTION NO. 2025-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, FOR A FY2026 HOMELAND SECURITY GRANT PROGRAM – BORDER CRISIS RESPONSE ENHANCEMENT – UAS SCREENING AND COORDINATION PROJECT FOR THE CITY OF GROVES POLICE DEPARTMENT

WHEREAS, the City Council of the City of Groves finds it is in the best interest of the citizens of Groves, Texas, that the Border Crisis Response Enhancement – UAS Screening and Coordination Project be operated for the year 2026; and

WHEREAS, the City Council of the City of Groves agrees to provide applicable matching funds for the said project as required by the Office of the Governor, Public Safety Office grant application; and

WHEREAS, the City Council of the City of Groves agrees that in the event of loss or misuse of the Office of the Governor's funds, the City Council assures that the funds will be returned to the Office of the Governor in full;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, that the City Council of the City of Groves:

1. Approves submission of the FY2026 Homeland Security Grant Program grant application requesting funds for a Border Crisis Response Enhancement – UAS Screening and Coordination project for the City of Groves Police Department, to the Office of the Governor, Public Safety Office.
2. Designates the City Marshal as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency

PASSED APPROVED and ADOPTED at a regular meeting of the City Council of the Groves held on the ____ of _____, 2025

GRANT NO: 5616901

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

APPROVED AS TO FORM:

Brandon P. Monk, City Attorney

[Print This Page](#)

Agency Name: Groves, City of
Grant/App: 5616901 **Start Date:** 1/1/2026 **End Date:** 12/31/2026

Project Title: Border Crisis Response Enhancement – UAS Screening & Coordination Project
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746012593

Application Eligibility Certify:

Created on:9/17/2025 10:47:06 AM By:Robert Phillips

Profile Information

Applicant Agency Name: Groves, City of
Project Title: Border Crisis Response Enhancement – UAS Screening & Coordination Project
Division or Unit to Administer the Project: Groves Police Department
Address Line 1: 4201 Main Ave
Address Line 2:
City/State/Zip: Groves Texas 77619-4728
Start Date: 1/1/2026
End Date: 12/31/2026

Regional Council of Governments(COG) within the Project's Impact Area: South East Texas Regional Planning Commission

Headquarter County: Jefferson

Counties within Project's Impact Area: Chambers,Hardin,Jefferson,Liberty,Orange

Grant Officials:**Authorized Official**

Name: Christopher Robin
Email: crobin@cigrovestx.com
Address 1: 4201 Main Avenue
Address 1:
City: Groves, Texas 77619
Phone: 409-960-5742 Other Phone:
Fax: 409-960-5747
Title: Mr.
Salutation: Chief
Position: City Marshal

Financial Official

Name: Lamar Ozley
Email: lozley@cigrovestx.com
Address 1: P.O. Box 846
Address 1:
City: Groves, Texas 77619
Phone: 409-960-5774 Other Phone:
Fax: 409-963-3388
Title: Mr.
Salutation: Mr.
Position: Director of Finance

Project Director

Name: Robert Phillips
Email: Tphillips@cigrovestx.com
Address 1: 4201 Main Ave
Address 1:
City: Groves, Texas 77619
Phone: Other Phone:
Fax: 409-960-5749
Title: Mr.
Salutation: Chief Deputy

Position: Chief Deputy

Grant Writer

Name: Robert Phillips

Email: Tphillips@cigrovestx.com

Address 1: 4201 Main Ave

Address 1:

City: Groves, Texas 77619

Phone: Other Phone:

Fax: 409-960-5749

Title: Mr.

Salutation: Chief Deputy

Position: Chief Deputy

Grant Vendor Information

Organization Type: Unit of Local Government (City, Town, or Village)

Organization Option: applying to provide homeland security services

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 746012593

Unique Entity Identifier (UEI):

Narrative Information

Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

Primary Mission and Purpose

Homeland Security Grant Program (HSGP) Competitive National Priority Area (NPA): Supports state, Tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, **all SHSP projects must assist grantees in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.**

Grant projects must be submitted in support of the following approved NPAs:

Supporting Border Crisis Response and Enforcement

Core Capabilities: Risk management for protection programs and activities; Operational coordination; Community resilience

- Staffing support to expand 287(g) screening operations within corrections facilities
- Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities.
- Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures.
- Development or enhancement of information-sharing platforms between ICE and local agencies.
- Procurement of screening, detection, and communications technology to support immigration enforcement activities.
- Establishing secure and dedicated communications networks with ICE Field Offices.
- Conducting joint training exercises with ICE and local law enforcement to test operational coordination.
- Support for facilities upgrades, such as creating dedicated interview rooms and secure processing spaces.
- Community engagement and public briefings to promote transparency and understanding of 287(g) operations and protections.
- Other jurisdictional responsibilities to support the enforcement of United States immigration law.

Enhancing Election Security

Core Capabilities: Cybersecurity; Intelligence and Information Sharing; Planning; Long-term Vulnerability Reduction; Situational Assessment; Infrastructure Systems; Operational Coordination; Community Resilience

- Physical security planning support
- Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc.
- General election security navigator support.
- Cybersecurity risk assessments, training, and planning for elections systems.
- Projects that address vulnerabilities identified in cybersecurity risk assessments of elections systems.
- Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection
- Distributed Denial of Service protection
- Migrating online services to the “.gov” internet domain
- Online harassment and targeting prevention services
- Public awareness/preparedness campaigns discussing election security and integrity measures

Eligibility Requirements

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Government](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the [Texas Department of Information Resources Statewide Cybersecurity Awareness Training](#) page.

Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at tdem.plans@tdem.texas.gov.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Program Requirements

Building and Sustaining Core Capabilities

1. All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.
3. Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

__ I certify to all of the application content and requirements.

Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

The Groves Police Department, in coordination with Jefferson County and regional partners, proposes to enhance Southeast Texas' operational capacity through the establishment of an Unmanned Aircraft System (UAS) program. Since August 2025, our agency has conducted four joint operations with ICE and DHS, resulting in 38 detentions of suspected illegal immigrants. While these operations highlight strong partnerships, they also exposed critical limitations: Groves PD and its regional partners lack aerial detection, thermal/zoom optics, and real-time video sharing. This project seeks funding for a National Defense Authorization Act (NDAA)-compliant Skydio X10 UAS equipped with thermal and zoom optics, encrypted live-streaming, and weather-resilient capabilities. The UAS will provide the region's first NDAA-compliant aerial platform, ensuring secure intelligence that can be shared with multiple jurisdictions through the South East Texas Regional Radio System (SETRRS) and directly with federal partners such as ICE and DHS. The program is expected to significantly reduce tactical deployment delays and increase officer safety by enabling pre-entry reconnaissance and real-time coordination during high-risk operations. Beyond border-related enforcement, this capability will also serve as a regional asset during

counter-terrorism operations, hurricanes, industrial accidents, and hazardous material releases. Importantly, the project will help protect critical national infrastructure in Jefferson County, including refineries, pipelines, and interstate transportation corridors, making it vital not only to local residents but also to state and national homeland security.

Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

The 2024 Southeast Texas THIRA identifies persistent vulnerabilities in Operational Coordination (p.19), Screening, Search, and Detection (p.23), and Intelligence and Information Sharing (p.21). The report specifically notes the need to "establish and maintain a unified and coordinated operational structure across 28 jurisdictions within 2 hours of an incident" and highlights that explosive devices, hazmat releases, and border-related threats challenge this capability. Groves PD, operating in Jefferson County's industrial corridor, is directly impacted by these gaps. While Groves PD will host and operate the system, the capability will directly support Jefferson County Sheriff's Office, neighboring municipalities, and regional partners who currently lack access to NDAA-compliant aerial intelligence. This ensures the resource benefits not just one jurisdiction but the wider Southeast Texas homeland security region. Recent joint ICE/DHS operations demonstrated that without aerial overwatch and secure streaming, officers face elevated risks when addressing transnational crime and potential terrorism-linked smuggling. Similarly, THIRA (p.29) stresses Community Resilience, citing the region's vulnerability to hurricanes, dam failures, and industrial accidents. The THIRA further recognizes that smuggling routes across industrial and transportation corridors create vulnerabilities that could be exploited by actors with a nexus to terrorism. This project addresses these documented threats by introducing a UAS capability that supports: rapid aerial screening of large areas, secure intelligence sharing with ICE/DHS field offices, and dual-use deployment for natural disasters, hazmat events, and terrorism-linked incidents.

Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Groves PD has 23 sworn officers and currently participates in joint enforcement operations using ground tactics and interoperable P25 radio communications through the South East Texas Regional Radio System (SETRRS). We have no UAS program, no thermal/IR detection capability, no secure live-streaming pipeline to partner agencies, and no FAA Part 107 certified pilots. Mutual aid UAS support is sometimes available but inconsistent and not rapid enough for time-sensitive operations. While some neighboring agencies operate DJI drones, those platforms are not NDAA-compliant and cannot be relied upon for Homeland Security-related missions or secure intelligence sharing with ICE/DHS. Our existing capabilities are therefore limited to line-of-sight ground tactics and radio coordination, which are insufficient for wide-area reconnaissance, pre-entry safety assessments, or creating a shared operating picture across multiple agencies. This project builds directly on our existing interoperable foundation (SETRRS, ICE/DHS joint operations) by adding the missing NDAA-compliant aerial detection and secure intelligence-sharing capability.

Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

The 2024 Texas State Preparedness Report (SPR) documents capability shortfalls that directly align with Groves PD's operational needs. In Operational Coordination (pp. 9–10), the SPR notes incomplete EOC integration and the need for more realistic exercises. Without UAS intelligence, Groves PD cannot contribute timely aerial situational awareness to strengthen unified command. In Intelligence and Information Sharing (pp. 13–14), the SPR highlights aging and non-existent MDTs and inadequate infrastructure for intelligence dissemination. A UAS with encrypted live-streaming directly fills this gap by generating actionable intelligence for ICE, DHS, and regional partners. In Screening, Search, and Detection (pp. 17–18), the SPR identifies deficiencies in detection technology and biosurveillance. Ground-only enforcement delays detection and increases officer risk, while thermal and zoom UAS payloads would provide wide-area rapid screening and detection. In Situational Assessment (pp. 57–58), the SPR reports the region lacks sufficient detection equipment and struggles to provide timely situational awareness to leadership. Secure UAS streaming will provide continuous real-time feeds to decision-makers. Finally, in On-Scene Security, Protection, and Law Enforcement (pp. 51–52), the SPR notes gaps in exercises and equipment needed to sustain security during major incidents, which deployable UAS directly supports by enhancing perimeter security and responder safety. Currently, Groves PD and its regional partners must rely on limited, non-compliant DJI platforms that cannot be used for sensitive homeland security operations. By acquiring an NDAA-compliant UAS, Groves PD will provide the entire Southeast Texas region with access to a secure aerial intelligence capability for border crisis response, counter-terrorism, hurricane response, and hazardous material incidents.

Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

The primary objective of this project is to establish an Unmanned Aircraft System (UAS) program that enhances Groves Police Department's ability to detect, assess, and respond to threats with a nexus to terrorism and border-related enforcement. By integrating NDAA-compliant UAS platforms equipped with thermal and zoom payloads, secure live-streaming, and CJIS-compliant evidence handling, Groves PD will be able to provide real-time aerial intelligence to federal, state, and local partners. This project will reduce documented capability gaps identified in the 2024 State Preparedness Report by improving operational coordination through faster and more effective integration of aerial intelligence into unified command structures, enhancing intelligence and information sharing by generating actionable intelligence for ICE, DHS, and regional agencies, strengthening screening, search, and detection with the ability to rapidly locate, track, and assess

threats over wide areas, expanding situational assessment by delivering live video feeds that increase situational awareness for decision-makers, and supporting on-scene security and law enforcement through enhanced perimeter monitoring, responder safety, and crowd or incident management. The intended impact is a measurable improvement in officer safety, community protection, and interagency collaboration. Although based within Groves PD, the UAS program will serve as a regional asset, with trained operators available to support neighboring municipalities and county-wide operations. This regional interoperability significantly increases the project's value, ensuring state and federal homeland security priorities are advanced across the entire Southeast Texas area.

Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

The Groves Police Department's acquisition of the Skydio X10 UAS directly supports this Priority Action by providing enhanced detection and interdiction tools to address border-related criminal activity, hazardous material incidents, and terrorism nexus threats identified in the THIRA and SPR. The UAS will give responders rapid aerial situational awareness, allowing them to detect, track, and disrupt potential threats more effectively while reducing risk to personnel. This project also supports the following Priority Actions as secondary alignments: 2.1.2 Enhance information sharing and intelligence capabilities – by integrating UAS data into existing intelligence and operational coordination systems. 3.2.4 Improve situational awareness tools and technologies – by leveraging advanced UAS imaging, infrared, and mapping capabilities to improve real-time decision making during emergencies. Together, these alignments ensure that the project strengthens detection and interdiction capabilities, enhances intelligence sharing, and provides advanced situational awareness across the region.

Target Group :

Identify the target group and population expected to benefit from this project.

The primary beneficiaries of this project are the more than 250,000 residents of Jefferson County, including the City of Groves, who are directly impacted by the threats outlined in the THIRA and SPR such as hurricanes, industrial incidents, hazardous material releases, and border-related criminal activity. Secondary beneficiaries include regional partner agencies that rely on Groves PD for mutual aid, including Port Neches PD, Nederland PD, Port Arthur PD, and the Jefferson County Sheriff's Office. Federal partners such as ICE, DHS, and the FBI will also benefit from the ability to securely integrate aerial intelligence into joint operations. This project fills a documented regional gap by establishing the first NDAA-compliant UAS program available to all agencies in Jefferson County, ensuring secure aerial intelligence that can be applied not only to border enforcement but also to counter-terrorism, disaster response, and hazardous materials incidents.

Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable. The Groves Police Department is committed to sustaining the capabilities provided through this project beyond the initial grant award. The department has an established practice of maintaining specialized equipment through its municipal budget and cooperative agreements with the City of Groves. Ongoing sustainment of the Skydio X10 UAS program will be achieved through: Integration into Operating Budget: Routine costs such as battery replacement, firmware updates, insurance, and minor repairs will be incorporated into the department's annual operating budget. Personnel Training and Certification: UAS pilots will maintain FAA Part 107 certifications and ongoing training through existing training funds already allocated for officer professional development. Mutual Aid Partnerships: Costs are further offset by regional partnerships and mutual aid operations where shared resources maximize efficiency and reduce individual agency burdens. Lifecycle Planning: The department has a history of implementing long-term equipment replacement cycles for patrol vehicles, body-worn cameras, and protective equipment. The same model will be applied to the UAS program, with replacement planning built into future capital outlays. Sustainment will also be supported by Skydio's included warranty and service package, which covers software updates and technical support for the first two years, reducing initial costs while Groves PD fully integrates long-term lifecycle funding into its municipal budget. If additional federal or state funding becomes available, Groves PD will pursue those opportunities to expand the program with additional aircraft or advanced payloads. However, thanks to warranty coverage in the early years and planned integration into the city's budget, there is no funding cliff. The department is prepared to sustain the core capabilities of this project through local resources to ensure continued benefit to the community and region.

Project Activities Information

HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Supporting Border Crisis	100.00	The Groves Police Department will establish an NDAA-compliant Unmanned Aircraft System (UAS) program to directly support joint operations with ICE, DHS, and Jefferson County partners under 287(g) and related enforcement initiatives. The Skydio X10

Response and Enforcement

platform, equipped with thermal and zoom payloads, encrypted live-streaming, and weather-resilient capabilities, will provide secure aerial intelligence to identify, track, and interdict individuals who pose threats to public safety and homeland security. The UAS will expand Groves PD's ability to contribute real-time situational awareness during ICE/DHS enforcement operations, improve officer safety through pre-entry reconnaissance, and enhance multi-agency coordination via secure integration with the South East Texas Regional Radio System (SETRRS). This project will ensure that local and federal partners have a reliable, NDAA-compliant aerial asset to strengthen border crisis response, counter-terrorism efforts, and homeland security operations across Jefferson County and the Southeast Texas region.

Measures Information**Objective Output Measures**

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	2
Number of individuals participating in exercises.	20
Number of people trained.	4
Number of trainings conducted.	2

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
------------------------	---------------------

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
------------------------------	---------------------

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

☐ Yes
☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

☐ Yes
☒ No
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2025

Enter the End Date [mm/dd/yyyy]:

9/30/2026

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

504038

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

5163

Single Audit

Applicants who expend less than \$1,000,000 in federal grant funding or less than \$1,000,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$1,000,000 or more, or state grant funding of \$1,000,000 or more during the most recently completed fiscal year?

Select the appropriate response:

☐ Yes

☒ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:
Position 3 - Total Compensation (\$):
0
Position 4 - Name:
Position 4 - Total Compensation (\$):
0
Position 5 - Name:
Position 5 - Total Compensation (\$):
0

Homeland Security Information

FUND SOURCE INFORMATION AND REQUIREMENTS

DHS Project Type:

Capabilities

Core Capability:

Identify if this investment focuses on building new capabilities or sustaining existing capabilities. : New Capabilities (Build)

Are the assets or activities Deployable or Shareable: Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☐ Check if these funds will support a project that was previously funded with HSGP funding

Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

Step:

Description:

Process:

Milestones

Milestone: Procure Skydio X10 UAS equipment (order and delivery complete); **Completion Date:** 02-15-2026

Milestone: FAA Part 107 certification of Groves PD UAS operators (2-4 officers trained/certified) TEEX sUAS for Public Safety Personnel course #78053; **Completion Date:** 05-21-2026

Milestone: Initial deployment of UAS in departmental operations; **Completion Date:** 06-01-2026

Milestone: Conduct departmental UAS field exercise validating aerial detection and situational awareness; **Completion Date:** 09-15-2026

NIMS Resources

☐ Check if this project supports a NIMS typed resource

Enter the name of the typed resources from the Resource Type Library Tool:

Enter the ID of the typed resources from the Resource Type Library Tool:

Fiscal Capability Information

Section 1: Organizational Information

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts. Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	03OE-07-SUAS System, Small Unmanned Aircraft	Budget – Equipment Line Items (AEL 03OE-07-SUAS, System, Small Unmanned Aircraft) Skydio X10 Ready Kit (2 units) – \$32,632.00 Expenditure Description: Includes aircraft, enterprise controller, ready case, chargers,	\$66,716.30	\$0.00	\$0.00	\$0.00	\$66,716.30	2

spare propellers,
SD cards,
batteries, and
Skydio
Autonomy
software.
Provides
NDAA-
compliant aerial
platform with
secure comms
and core flight
capability.
Skydio
NightSense with
IR Attachment (2
units) –
\$5,600.00
Expenditure
Description:
Night and low-
light autonomy
package with
infrared
illumination.
Enhances
nighttime and
limited-visibility
operations
during border
enforcement,
counter-
terrorism, and
disaster
response. Skydio
RTK/PPK for
X10 (2 units) –
\$1,840.00
Expenditure
Description:
Real-time and
post-processing
kinematic
attachment for
precision
mapping.
Supports
accurate
situational
assessment in
disaster and
hazardous
material
incidents. Skydio
Spotlight for
X10 (2 units) –
\$530.00
Expenditure
Description:
Spotlight
attachment for

aerial illumination during night operations, search and rescue, and tactical overwatch. Skydio Care for X10 with Cellular 5G + VT300-L, 3-Year (2 units) – \$10,198.00
 Expenditure Description: Extended service and replacement plan including damage and lost drone coverage. Ensures sustainability and readiness of the UAS program through the grant period. Skydio Data Storage for X10 (2 units, 12 months) – \$900.00
 Expenditure Description: Cloud storage subscription for encrypted video evidence. Supports CJIS-compliant evidentiary handling and intelligence sharing. Skydio Media Sync for X10 (2 units, 12 months) – \$1,400.00
 Expenditure Description: Software license for secure upload of captured media to Fleet Manager system. Enhances secure intelligence sharing with ICE/DHS and regional partners. Skydio

		Fleet Manager for X10 (2 units, 12 months) – \$240.00 Expenditure Description: License for centralized fleet tracking and video management. Provides administrative oversight and data security. Skydio Multi-Viewer Live Streaming for X10 (2 units, 12 months) – \$4,800.00 Expenditure Description: Multi-user live-streaming capability, enabling encrypted real-time video distribution to ICE, DHS, EOC, and partner agencies. Skydio 3D Scan for X10 (2 units, 12 months) – \$8,400.00 Expenditure Description: Advanced scanning and mapping software. Provides detailed 2D/3D site models to support hazardous material incidents, industrial accident assessments, and disaster recovery. Total Equipment Request: \$66,716.30					
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Source of Match Information**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$66,716.30	\$0.00	\$0.00	\$0.00	\$66,716.30

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$66,716.30	\$0.00	\$0.00	\$0.00	\$66,716.30

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Rphillips41

Name:

**SHSP and UASI – Supporting Border Crisis Response and Enforcement Projects
(HSGP-BC), FFY 2025**

Available

09/10/2025

Due Date

10/10/2025

Purpose:

The purpose of this announcement is to solicit applications for projects that support state and local efforts to prevent terrorism and targeted violence and prepare for the threats and hazards that pose the greatest risk to the security of Texas citizens. The Office of the Governor (OOG), Public Safety Office (PSO) provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving a secure and resilient state. **Funding under this announcement will be awarded on a competitive basis for projects supporting FEMA designated SHSP National Priority Areas for Supporting Border Crisis Response and Enforcement.**

This funding supports state, tribal and local preparedness activities that address national and state-priority preparedness gaps across selected core capabilities where a nexus to terrorism exists. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the Stakeholder Preparedness Review (SPR).

The State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) are intended to support investments that improve the ability of jurisdictions to:

- **Prevent** a threatened or actual act of terrorism;
- **Protect** its citizens, residents, visitors, and assets against the greatest threats and hazards;
- **Mitigate** the loss of life and property by lessening the impact of future catastrophic events;
- **Respond** quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- **Recover** through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well

as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, **all SHSP projects must assist grantees in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.**

Available Funding:

Federal funds are authorized under Section 2002 of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296), (6 U.S.C. 603). SHSP funds are made available through a Congressional appropriation to the United States Department of Homeland Security (DHS). All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

Eligible Organizations:

1. Units of local government;
2. Universities or Colleges; and
3. Federally recognized Native American tribes.

Application Process:

Applicants must access PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

Key Dates:

Action	Date
Funding Announcement Release	09/10/2025
Online System Opening Date	09/10/2025
Final Date to Submit and Certify an Application	10/10/2025 at 5:00PM CST
Earliest Project Start Date	01/01/2026

Project Period:

Projects selected for funding must begin between January 1, 2026 and March 1, 2026, and expire on or before December 31, 2027. Additional guidelines are below:

1. Project periods should be structured so that projects that include grant-funded salaries and/or annual recurring costs do not overlap with the project periods of previous or future grant awards with the same costs.

2. Project periods should be structured so that projects that include grant-funded salaries and/or annual recurring costs are on a 12 **or** 24-month grant cycle/performance period.
3. Project periods for equipment only projects are generally awarded for a 6 to 12-month grant period.
4. PSO will consider proposed start or end dates falling outside of these guidelines on a case-by-case basis.

Funding Levels

Minimum: \$10,000

Maximum: None.

PSO expects the following funding amounts to be available to fund projects under this announcement:

1. State Homeland Security Program (SHSP) - \$2,606,679.70
2. Austin UASI - \$375,318.30
3. Dallas/Ft. Worth/Arlington UASI - \$1,679,829.00
4. Houston UASI - \$2,623,308.20
5. San Antonio UASI - \$662,775.40

Match Requirement: None

Standards

Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

Eligible Activities and Costs

1. The Federal Emergency Management Agency (FEMA) has established National Priority Areas (NPA) for the Homeland Security Grant Program and requires the State to dedicate at least 30% of Texas' SHSP funds to projects under the NPAs. PSO expects to invest at least 10% of available funding for projects under the Supporting Border Crisis Response and Enforcement NPA listed below. Note: This National Priority Areas is subject to review and approval by FEMA/DHS and any application submitted will be placed on hold until reviewed for effectiveness.

2. Grant projects must be submitted in support of the following approved NPA: **Supporting Border Crisis Response and Enforcement**

Core Capabilities: Risk management for protection programs and activities; Operational coordination; Community resilience

- Staffing support to expand 287(g) screening operations within corrections facilities
- Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities.
- Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures.
- Development or enhancement of information-sharing platforms between ICE and local agencies.
- Procurement of screening, detection, and communications technology to support immigration enforcement activities.
- Establishing secure and dedicated communications networks with ICE Field Offices.
- Conducting joint training exercises with ICE and local law enforcement to test operational coordination.
- Support for facilities upgrades, such as creating dedicated interview rooms and secure processing spaces.
- Community engagement and public briefings to promote transparency and understanding of 287(g) operations and protections.
- Other jurisdictional responsibilities to support the enforcement of United States immigration law.

Program-Specific Requirements

1. All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and/or recovery from terrorism.
3. Grantees are required to maintain adoption and implementation of the National Incident Management System (NIMS). The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource

management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

4. Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at tdem.plans@tdem.texas.gov.

Eligibility Requirements

1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information [Resources Statewide Cybersecurity Awareness Training](#) page.

2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full

twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

5. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>)

6. The subrecipient agrees and certifies that it will comply with the requirements noted below related to coordination and cooperation with the Department of Homeland Security and immigration officials. Additionally, the subrecipient agrees that it will require any contractors to certify in the same manner that they will comply with these requirements prior to providing them with any funding under this award:

(a) They must comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with DHS regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: 1) sending such information to, or requesting or receiving such information from, Federal immigration officials; 2) maintaining such information; or 3) exchanging such information with any other Federal, State, or local government entity;

(b) They must comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the

United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempted liability regarding these statutes;

(c) That they will honor requests for cooperation, such as participation in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance;

(d) That they will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien; and

(e) That they will not leak or otherwise publicize the existence of an immigration enforcement operation.

(f) That they will comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2026 or the end of the grant period, whichever is later.

Failure to comply with program or eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

Prohibitions

Grant funds may not be used to support the unallowable costs listed in the **Guide to Grants** or any of the following unallowable costs:

1. inherently religious activities such as prayer, worship, religious instruction, or proselytization;
2. lobbying;
3. any portion of the salary of, or any other compensation for, an elected or appointed government official;
4. vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e. mobile data terminals, body cameras, in-car video systems, or

- radar units, etc. for officers assigned to routine patrol; general firefighting equipment or uniforms);
5. weapons, ammunition, tasers, weaponized vehicles or explosives;
 6. weapons or weapons accessories to include but not limited to optics/sights, ammunition pouches, slings, firearm silencers, bayonets, or other accessories designed for use with any firearms/weapon;
 7. admission fees or tickets to any amusement park, recreational activity or sporting event;
 8. promotional items or gifts;
 9. food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
 10. membership dues for individuals;
 11. any expense or service that is readily available at no cost to the grant project;
 12. any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
 13. fundraising;
 14. legal services for adult offenders;
 15. amateur radios and equipment, FMS radios, GMRS radios, or other radio equipment that is not P25 compliant;
 16. riot equipment including but not limited to shields, batons, less-lethal ammunition, and grenades designed or intended for dispersing crowds; and
 17. any other prohibition imposed by federal, state, or local law.

Selection Process

PSO will screen all applications to ensure that they meet the requirements included in the funding announcement.

SHSP - Application Selection: Applications will be reviewed by PSO staff members or a review group selected by the executive director.

UASI – Application Selection: Applications submitted for jurisdictions within the geographical boundaries of a UASI will be sent to the respective Urban Area Working Groups (UAWG). The UAWG's sub-committee(s) will prioritize all eligible applications based on state and UAWG priorities, the UAWG risk-informed methodology, cost, and program effectiveness. The PSO will accept priority listings that are approved by the UAWG's executive committee.

Final Decisions – All Projects: The PSO executive director will consider UAWG rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, reasonableness, or other relevant factors.

PSO may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, PSO may revise projects to address a more limited focus.

Pending FEMA Approval: All projects submitted under this solicitation and selected for award by PSO will undergo an enhanced effectiveness review by FEMA for final approval prior release of any funds.

Contact Information

For more information, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.

Total Funds

\$TBD

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/25 Department: Finance Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Deliberate and act to award an agreement for auditing services 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: 7/29/20 Time: 12:00 p.m. By: L. Ozley

Explanation of Item: The City issued an RFP for Auditing Services in accordance with State law. The proposed term will be for 3 years with two 1-year options. 3 firms submitted bids. The Audit Selection Review Committee met on October 1 to review the bids. A summary of the reviews is attached.

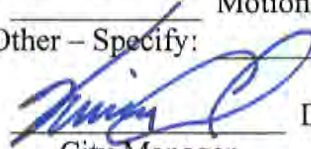
Deadline for Approval: 10/13/25

Staff Recommendation: Staff recommends the Council award the agreement for auditing services to BrooksWatson & Co., PLLC., and authorizing the City Manager to negotiate and execute all necessary documents as presented.

Alternative (if any) for consideration: _____

Identify any attachments to this document: 1) Summary of the committee's reviews; 2) RFP

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

Signed: _____ Date: _____ Approved:  Date: 10/10/25
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. 01 5-05-06-020 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 A. Ozley, Finance Director

Date: October 13, 2025

Re: Auditing Services Award Recommendation

On May 12, 2025 the City Council authorized the issuance of a Request for Proposals (RFP) for Auditing Services for the City. The contract would be for a three-year term with two additional one-year options. The City received three responses: Wathen, DeShong & Juncker, BrooksWatson & Co., and Mitchell T. Fontenote, CPA. Inc.

The Mayor, Chris Borne, City Manager, Kevin Carruth, and Finance Director, Lamar Ozley were appointed to the Audit Selection Review Committee by the City Council on September 22, 2025, and charged with reviewing and making an contract award recommendation for auditing services. The Committee met on October 1 to review the three bids for auditing services.

The totals of the bid tabulations are as follows:

	Borne	Carruth	Ozley	Total
BrooksWatson	146.75	145.60	143.00	435.35
Fontenote	147.00	143.00	145.00	435.00
Wathen	139.19	140.40	143.00	422.59

Based upon the results, the Audit Selection Review Committee recommends BrooksWatson be awarded the contract for auditing services.

		BrooksWatson				Fontenote				Wathen DeShong			
		B	C	O	Total	B	C	O	Total	B	C	O	Total
Responsiveness & Completeness	1	20	20	20	60	20	20	20	60	20	20	20	60
	2	19	17	20	56	19	17	20	56	19	17	20	56
	3	10	10	5	25	10	10	5	25	10	10	5	25
Technical Qualifications	1	30	30	30	90	30	30	30	90	30	25	30	85
	2	19	20	20	59	20	20	20	60	19	20	20	59
Work Performance	1	10	10	10	30	9	9	10	28	10	10	10	30
	2	5	5	5	15	5	5	5	15	5	5	5	15
	3	10	10	10	30	10	10	10	30	10	10	10	30
Capacity to Perform	1	10	10	10	30	9	7	10	26	10	10	10	30
	2	5	5	5	15	5	5	5	15	5	5	5	15
Proposed Cost		8.75	8.6	8	25.35	10	10	10	30	1.19	8.4	8	17.59
Total		146.75	145.6	143	435.35	147	143	145	435.00	139.19	140.4	143	422.59

July 21, 2025

City of Groves

Request for Proposals for Auditing Services



July 21, 2025

Re: Audit Services

Dear Audit Service Providers:



Attached is a copy of the City of Groves' Request for Proposals ("RFP") for audit services. These services are being solicited to audit its financial statements for the fiscal year ending September 30, in the years of 2025, 2026, and 2027, with the option of auditing its financial statements for each of the two subsequent fiscal years.

The submission requirements for your proposal are included in the attached RFP. Respondents should have experience with municipal audits. Inquiries should be directed to:

Lamar A. Ozley, Director of Finance
City of Groves
3947 Lincoln Avenue
Groves, TX 77619-4604
lozley@cigrovestx.com

Please submit a proposal of services and statement of qualifications as detailed in the submission requirements to:

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

The deadline for submission of proposals is 2:00 p.m., Friday, September 12, 2025. The respondent is responsible for ensuring 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.

Sincerely,

A handwritten signature in black ink, appearing to be "Clarissa Thibodeaux", written in a cursive style.

Clarissa Thibodeaux
City Secretary

3947 Lincoln Avenue, Groves, Texas 77619 Phone: (409) 960-5773 Fax: (409) 963-3388

www.cigrovestx.com

RFP for Audit Services

1. Introduction

A. General Information

The City of Groves ("City") is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, in the years of 2025, 2026, and 2027, with the option of auditing its financial statements for each of the two subsequent fiscal years. These audits are to be performed following generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and Uniform Guidance 2 CFR 200 Subpart F (previously known as the OMB Circular A-133 audit), as well as examination for compliance with procedures established by Charter, Ordinance, or where applicable, State and Federal Laws or regulations, including the *Texas Code of Criminal Procedures*.

The Finance Department is also considering submittal of its Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. The City, therefore, searches for a firm that actively participates in technically assisting clients who have previously been awarded the certificate.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Any inquiries concerning the request for proposals (RFP) should be referred to Lamar A. Ozley, Director of Finance, at (409) 960-5774 or lozley@cigrovestx.com.

To be considered, five (5) copies of a proposal must be received by Ms. Clarissa Thibodeaux, City Clerk at 3947 Lincoln Avenue, P.O. Box 846, Groves, Texas 77619 no later than 2:00 p.m. Friday, September 12, 2025. The City reserves the right to reject any or all proposals submitted. Proposals will be evaluated by a three-member Audit Committee to be determined by City Council prior to September 12, 2025.

During the evaluation process, the Audit Committee and the City reserve the right, where it may serve the City's best interest, to request additional information or clarification from the proposers or to allow corrections of errors and omissions. At the discretion of the City or the Audit Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City desires to enter into an agreement that will be advantageous to both the City and the audit firm.

It is anticipated that the selection of a firm will be completed by September 22, 2025. Following notification of the selected firm, it is expected that a contract will be executed between both parties by September 30, 2025.

B. Term

A three-year contract is contemplated, subject to the annual review and recommendation of the Audit Committee, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), the concurrence of the City Council and the annual availability of an appropriation.

2. Nature of Services Required

A. General

The City is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30 in the years of 2025, 2026, and 2027, with the option to audit the City's financial statements for each of the two subsequent fiscal years. These audits are to be performed with the provisions in this request for proposals.

B. Scope of Work to be Performed

The City desires the auditor to express an opinion on the fair representation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the combining and individual fund and account group financial states and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general-purpose financial statements. The auditor is not required to audit the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards. The auditor shall also be responsible for responding to the Texas Water Development Board's "Audit Request Attachment." A copy of the prior year's request is included as Appendix H.

The auditor is not required to audit the schedule of federal financial assistance. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided for under this request for proposal. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audits or reviews with whomever they choose.

C. Auditing Standards to be Followed

To meet the requirements of the RFP, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the AICPA, the standards for financial audits set forth in the U.S. GAO *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 and the Uniform Guidance 2 CFR 200 Subpart F (previously known as the U.S. OMB Circular A-133, *Audits of State and Local Governments*), and the 1994 AICPA *Audits of State and Local Governmental Units*, as well as the following additional requirements: examination for compliance with procedures established by City Charter, City ordinance, or where applicable, federal and state laws or regulations, including the *Texas Code of Criminal Procedures*.

D. Reports to be Issued

1. Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:
 - a. A report on the fair presentation of the financial statements as well as the fair presentation of the financial statements of individual funds and account groups in relation to the general-purpose financial statements taken as a whole in conformity with generally accepted accounting principles,
 - b. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk,
 - c. A report on compliance with applicable laws and regulations, including those related to major and non-major federal and state financial assistance programs, and
 - d. Response to the Texas Water Development Board "Audit Request Attachment."
2. If the City is subject to the Single Audit Act, the following shall also be issued:
 - a. an "in-relation-to" report on the schedule of federal and state financial assistance,
 - b. a report on the internal control structure used in administering federal and state financial assistance programs, and
 - c. a report on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report should include an option on compliance with specific requirements applicable to major federal and state financial assistance programs, information on compliance with general requirements applicable to major federal and state financial assistance programs, and information on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.

3. In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A report condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with management's assertion in the financial statements.

Reportable conditions that are also material weaknesses shall be identified in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

4. The compliance reports shall include all material instances of noncompliance. All non-material instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the compliance report.
5. The auditor shall be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts that the Director of Finance becomes aware of.
6. The auditor shall inform the City's Audit Committee of each of the following:
 - a. The auditor's responsibility under generally accepted auditing standards;
 - b. Significant accounting policies;
 - c. Management judgments and accounting estimates;
 - d. Significant audit adjustments;
 - e. other information in documents containing audited financial statements;
 - f. Disagreements with management;
 - g. Management consultation with other accountants;
 - h. Major issues discussed with management before retention, and
 - i. Difficulties encountered in performing the audit.

E. Special Considerations

The following special considerations shall be included in the proposer's response:

1. The City of Groves is considering sending its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City of Groves to meet the requirements of that program. A separate price for this should be included in the proposal.
2. The City of Groves currently anticipates it will prepare one or more official statements in connection with the sale of debt securities over the term of this proposed engagement, which will contain the general-purpose financial statements and the auditor's report

thereon. If requested by the City, the Auditor shall be required to issue a “consent and citation of expertise” as the auditor and any necessary “comfort letters” and to assist in compliance with disclosure and other diligence requirements for issuing said debt securities.

3. Should the provisions of the Single Audit Act apply, the schedule of federal and state financial assistance and related auditor’s report, as well as the reports on the internal control structure and compliance, are not to be included in the ACFR, but are to be issued separately. Twenty (20) copies and an electronic PDF copy of the grant report are to be typed and printed by the selected auditor and provided to the City.
4. The independent auditor’s report on the internal control structure of the City’s most recent financial statement audit will be available to proposers upon request.
5. The City will require the auditor’s assistance to comply with new reporting requirements recently mandated by the GASB, as well as actual preparation and typing of such financial statements.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of Groves of the need to extend the retention period. The auditor shall not dispose of working papers and reports without the written consent of the City of Groves. The auditor will be required to make working papers available, upon request, to the City or designees, including but not limited to Federal Grant Agencies or other Federal Agencies, State of Texas Grant Agencies or other State of Texas Agencies, and auditors of entities of which the City of Groves is a sub-recipient of grant funds. In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

3. Description of the Government

A. Background Information

The City operates under the Manager/Council form of government as established by its Charter. There are 15 various department and division heads. The City serves an area of 6.5 square miles with a population of 16,408. The City’s fiscal year begins on October 1 and ends on September 30.

The City provides the following services to its citizens: public safety (police and fire), public works, parks and recreation, library, sanitation, water and sewer utilities, and general administration services. The City had a total payroll of approximately \$10,000,000 covering approximately 103 full-time equivalent budgeted employees on October 1, 2024. The accounting and financial reporting functions of the City are centralized.

More detailed information on the government and its finances can be found in the audit and annual operating budget, which will be made available at the proposer's request.

B. Fund Structure

The City used the fund types and account groups detailed in the table below in its financial reporting for the fiscal year ending September 30, 2024.

Fund Type/ Account Group	Number of Individual Funds	Number with Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Funds	2	2
Debt Service Funds	1	1
Capital Project Funds	2	1
Enterprise Funds	2	2
Inter-Service Funds	1	0
Expendable Trust Funds	0	0
Nonexpendable Trust Funds	0	0
Pension Trust Funds	0	0
Agency Funds	0	0
General Fixed Assets Account Group	1	N/A
General Long-Term Debt Account Group	1	N/A

C. Basis of Accounting and Budgeting

The governmental fund types follow the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The obligations of the City (for example, outstanding purchase orders) are budgeted as expenses during the fiscal year in which they are issued.

The proprietary fund type uses the accrual basis of accounting. Under this method, revenues are recorded when earned (for example, utility bills are recognized as revenue when bills are produced), and expenses are recorded when a commitment is made (e.g., through a purchase order).

The Audit report shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). The City prepares its budget on the GAAP basis except for the treatment of depreciation expense (which is not shown in the budget, although the full purchase price of equipment is shown as a capital outlay). The modified accrual basis of accounting is used for the governmental fund type budgets and the accrual basis of accounting is used for the proprietary fund budgets.

D. Single Audit

During the fiscal year to be audited, the City received financial assistance from several federal and state grant programs, as identified in Appendix A, and may require a Single

Audit. The Single Audit will cover all federal and state grants and/or funding. The City was subject to a Single Audit in fiscal year ending 2023. Final products will include:

- a. Supplemental schedule of federal and state financial assistance;
- b. Report to internal control systems and on the administration of federal and state financial assistance; and
- c. Report on compliance with laws and regulations.

E. City Participation in Pension Plans

The City participates in the pension plans detailed in the table below.

Plan	Multiple-Employer		Single Employer	
	Cost Sharing	Agent	Defined Benefit	Defined Contributions
Texas Municipal Retirement System		✓		
Incentive Plan		✓		
Money Purchase Plan		✓		
IRC 457 Deferred Comp. Plan		✓		

F. Component Units

The City is defined, for financial reporting purposes, in conformity with the GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, component units are included in the City's financial statements.

The management of the City has identified the Groves Economic Development Corporation (GEDC) for inclusion in the City's financial statements. The GEDC was formed to manage the 4(b) sales tax receipts of the City. These proceeds have been dedicated to encouraging and promoting economic development within the City. This Special Revenue Fund is used to account for specific revenues that are legally restricted to expenditures for particular purposes. The fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.

G. Magnitude of Finance Operations

The Finance Department is directed by Lamar A. Ozley, Director of Finance, and consists of three additional employees.

H. Computer Systems

The City's computer hardware is a networked Windows-based server. The Financial software is through Tyler Technology's Incode version 9.

I. Internal Audit Function

The City of Groves does not have a dedicated internal audit function. The Director of Finance performs various audits throughout the year and engages an independent third-party accounting firm to assist.

J. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Wathen, DeShong & Juncker, LLP, 4140 Gladys Avenue, Suite 101, Beaumont, Texas, 77706, or call (409) 838-1605 or review the City's website www.cigrovestx.com. The City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this RFP.

4. Time Requirements

A. Proposal Calendar

The timeline of events for the RFP process is detailed below:

Event	Date
Request for proposals issued	July 21, 2025
Proposals due	September 12, 2025
Interviews with top firms	September 15-19, 2025
Selection of auditing firm by City Council	September 22, 2025
Contract date	September 30, 2025

B. Schedule for the Fiscal Year Ending 2025 Audit

The successful Proposer shall meet the following benchmarks:

- a. **Detailed Audit Plan** – The auditor shall provide the City by August 30, 2025 both a detailed audit plan and a list of all schedules to be prepared by the City.
- b. **Fieldwork** – The auditor shall complete all fieldwork by January 30, 2026.
- c. **Draft Reports** – The auditor shall have drafts of the audit reports and recommendations to management available for review by the Director of Finance by March 1, 2026, for an exit conference.
- d. **Final Delivery** – Twenty (20) signed copies and an electronic scanned version (PDF file) of the final report should be delivered to the Groves City Council no later than March 23, 2026. At that time, the final audit reports are to be discussed with the City Council at its March 23, 2026, regularly scheduled council meeting. Under no circumstances shall the audit be presented later than 180 days after the last day of the City's fiscal year, i.e., March 29.

C. Schedule for Subsequent Fiscal Year Audits

For subsequent years, the auditor shall provide the City by August 30 both a detailed audit plan and a list of all schedules to be prepared by the City.

For subsequent years, final audit fieldwork should begin soon after the first week of December and be completed approximately January 30 each year. The City will have sufficient work papers and draft reports available for audit fieldwork to begin on the first week of December.

For subsequent years, the auditor's report on the City's financial statements must be completed thirty (30) days before the second regularly scheduled March City Council Meeting for City Staff review, along with an interim management letter if any materially significant internal control weaknesses are discovered. Twenty (20) signed copies and an electronic scanned version (PDF file) of the final report should be delivered to the Groves City Council, and a formal presentation and report shall be given to the Council no later than the second regularly scheduled March City Council Meeting. Under no circumstances shall the audit be presented later than 180 days after the last day of the City's fiscal year, i.e., March 29.

5. Assistance to be Provided to the Auditor and Report Preparation

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the auditor.

B. Electronic Data Processing Assistance

Any requirements for computer time and/or system documentation will be coordinated through Lamar A. Ozley, Director of Finance, and William Spell, Director of Information Technology.

C. Statements and Schedules Prepared by City Staff

The City anticipates preparing the necessary trail balances, supporting schedules, analytical review schedules, etc., as agreed with the auditor. The accounting staff will prepare the necessary "prepared by client" (PBC) working papers usually required for the annual audit. All working papers to be prepared by the City should be submitted by written list to the City as soon as possible for the Fiscal Year Ending 2025 and on or before July 31 of each subsequent year, together with adequate explanatory details as to the purpose of the working papers as well as method of preparing the working papers. The City will determine the sufficiency and adequacy of the statements and schedules.

D. Facilities

The City of Groves will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities, internet connections, and a FAX machine.

E. Report Preparation

Audit reports shall be addressed to the Honorable Mayor, City Council, and City Manager, City of Groves, Texas. The proposal should include the following:

- a. Typing of the entire ACFR;
- b. Preparation of the financial statements, notes, and all required supplementary schedules of the ACFR;
- c. Preparation of the financial statements, notes, and all required supplementary schedules of the Single Audit Report (if any); and

- d. Preparation of the Independent Auditor's Report on the internal control structure of the City to be provided to the City.

All final report preparation, editing, and printing shall be the auditor's responsibility. Twenty (20) copies of each covered report should be printed and an electronic scanned version (PDF file) provided for use by the City.

In addition, the auditing firm's presentation shall be presented using Microsoft PowerPoint. The PowerPoint presentation shall be delivered to the City Manager's Office no later than seven days prior to the date of presentation to the City Council.

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

Criteria	Maximum Points
Responsiveness & Completeness	50
Technical Qualifications	50
Work Performance	25
Capacity to Perform	15
Proposed Cost	10
Total	150

6. Submission Requirements

The following items must be included in the respondent's submission and received by 2:00 p.m., Friday, September 12, 2025:

- A. A master copy (so marked) of a Technical Proposal and three (3) copies to include the following:
1. Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal;
 2. Table of Contents showing clear identification of the material by section and page number;
 3. Transmittal Letter signed (limited to two (2) pages) briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, as statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days;
 4. Detailed Proposal which should follow the order set forth in the Technical Proposal Section of this request for proposal;
 5. Executed copies of Proposer Guarantees, Proposer Warranties and Conflict of Interest Questionnaire, attached to this request for proposal (See Appendix B, C, D.).
- B. The proposer shall submit an original and three (3) copies of a Dollar Cost Bid in a separate sealed envelope marked:

SEALED DOLLAR COST BID PROPOSAL
FOR THE CITY OF GROVES, TEXAS

FOR PROFESSIONAL AUDITING SERVICES
SEPTEMBER 12, 2025

- C. Proposers should send the completed proposal consisting of the two separate envelopes (Dollar Cost Bid and Technical Proposal) to the following address:

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

- D. Technical Proposal

The proposer shall submit an original and three (3) copies of a Technical Proposal in a separate sealed envelope marked:

SEALED TECHNICAL PROPOSAL
FOR THE CITY OF GROVES, TEXAS
FOR PROFESSIONAL AUDITING SERVICES
SEPTEMBER 12, 2025

The following items must be included in the respondent's separate submission for the Technical Proposal:

1. General Requirements: The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Groves in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items numbers 2 through 10 below, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence: The firm should provide an affirmative statement that it is independent of the City of Groves as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards* (1994).

The firm also should provide an affirmative statement that it is independent of all of the component units of the City of Groves as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Groves of any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Groves written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Texas: An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Texas.
4. Firm Qualifications and Experience: The Proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the Proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to service as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past five (5) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with state regulatory bodies or professional organizations. Also describe all major pending and settled litigation of the firm during the last five (5) years. Please identify any litigation involving the local office.

The firm should also describe firm strengths, local strengths, audit philosophy, and how it differs from other firms.

5. Partner, Supervisory and Staff Qualifications and Experience: Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Texas. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past two (2) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, specialists and other audit personnel may be changed if those personnel leave the firm, are promoted or are assigned to another office provided that replacements have substantially the same or better qualifications or experience.

Describe staff turnover in the local office over the last 24 months due to resignations or terminations.

6. Prior Engagements with the City of Groves: List separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for the City of Groves by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact. Describe if how this does not conflict with your firm's independence in providing professional audit services in the future.
7. Similar Engagements with Other Government Entities: For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
8. Specific Audit Approach: The proposal should set forth a work plan, including and explanation of the audit methodology to be followed, to perform the services required in Section II of the request of this proposal.

Indicate the firm's agreement with respect to the scope of audit services, time period for engagement, and working papers. Any disagreement with these terms should be expressed here, as the City of Groves plans to incorporate the RFP as proposed into the final contract by reference.

9. Identification of Anticipated Potential Audit Problems: The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the City of Groves.
10. Report Format: The proposal should include sample formats for required reports.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

E. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price: The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses stated separately. The City of Groves will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm;
 - b. Certification that the person signing the proposal is entitled to represent the firm, empower to submit the bid, and authorized to sign a contract with the City of Groves;
 - c. A Total All-Inclusive Maximum Price for the fiscal year ending September 30, for the years of 2025, 2026, and 2027 engagement. Include price for the preparation of the Audit report and ACFR, typing and printing the camera-ready master copy of the Audit Report and ACFR and the required twenty (20) copies, as well as the electronically scanned PDF file of the entire document. Identify the fee for out-of-pocket expenses, if any, separately from the fee for audit services.
2. Rates by Partner, Specialist, Supervisory and Staff level Times Hours Anticipated for Each: The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment, that supports the total all-inclusive maximum price. The cost of special services described in Section II E of this request for proposal should be disclosed as separate components of the total all-inclusive maximum prices (See Appendix E).
 3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates: Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City of Groves for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost bid. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing City of Groves rates for its employees.
 4. Rates for Additional Professional Services: If it should become necessary for the City of Groves to request the auditor to render any additional services to either supplement the

services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Groves and the firm. Any such additional work agreed to between the City of Groves and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment: Progress payments will be made on invoices for no less than one month of professional services rendered.

7. Evaluation Procedures

The following procedures will be utilized to review submissions.

A. Audit Committee

Proposals submitted will be evaluated by a three-member Audit Committee to be determined by City Council prior to September 12.

B. Review of Proposals

The Audit Committee will use a point formula during the review process to score proposals. The Audit Committee will first score, discuss, and review each technical proposal by each of the criteria described in Section VII C below. At this point, firms with an unacceptable low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The City of Groves reserves the right to retain all proposals submitted any use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements:
 - a. The audit firm is independent and licensed to practice in Texas;
 - b. The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years;
 - c. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Groves;

- d. The firm submits a copy of its most recent external quality control review report is submitted and it has a record of quality audit work;
- e. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications:

a. Expertise and experience:

- i. Past experience and performance on comparable government engagements;
- ii. Quality and qualifications of professional personnel to be assigned to the engagement and qualifications of management support personnel to be available for technical consultation;
- iii. Past experience and performance auditing similar federal or state financial assistance programs;
- iv. Computer expertise.

b. Audit approach:

- i. Adequacy of proposed staffing plan for various segments of the engagement;
- ii. Adequacy of sampling techniques;
- iii. Adequacy of analytical procedures;
- iv. Adequacy of audit plan for electronic data processing function.

3. Price:

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.

D. Oral Presentations

During the evaluation process, the Audit Committee may, at its discretion, may request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City will select a firm based on the recommendation of the Audit Committee and approval of the Groves City Council. It is anticipated that a firm will be selected on September 22, 2025. Following notification of selection, it is expected a contract between the parties will be executed by September 30, 2025.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right, without prejudice, to reject any or all proposals.

G. Copy of Current Certificate of Insurance for Professional Liability

H. 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

I. Subcontracting

The Service Provider warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City.

J. Disciplinary Action

The Service Provider shall provide information on whether any disciplinary action has been taken against the firm by the American Institute of Certified Public Accountants, Texas State Board of Public Accountancy, U. S. Securities and Exchange Commission, or any other oversight organization. If such action has been undertaken, the Service Provider shall provide the current status of the action. If no action has been taken, the Service Provider shall state that no disciplinary action has been taken.

K. 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.

L. Form CIQ, (Appendix D)

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.

M. Certification Regarding Lobbying (Appendix F)

Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.

N. Form 1295 (Appendix G)

Effective January 1, 2018, all contracts and contract amendments, extensions, or renewals executed by the City Council 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.

O. Required Contract Provisions

Applicable provisions (Appendix F) must be included in all contracts executed as a result of this RFP.

P. Provider Notice

Providers are should be aware that the City:

1. Retains the right to reject any or all proposals;
2. Retains the right to request additional information from proposers, and failure to provide the information could result in rejection of a proposal;
3. Reserves the right to retain proposals and use ideas from them; and
4. Is not obligated in any manner to reimburse firms for costs incurred in connection with responding to the RFP.

8. Deadline for Submission

Proposals must be received no later than 2:00 p.m. on Friday, September 12, 2025. The submitting entity is responsible for ensuring that the 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 firm. Please submit one (1) bound original (so marked) and three bound (3) copies of your proposal, in addition to an electronic version in .pdf format on one flash drive, in two sealed envelopes inside an outer envelope addressed to the following:

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

The two inside envelopes should be marked as follows:

"SEALED DOLLAR COST BID PROPOSAL
FOR THE CIY OF GROVES, TEXAS
FOR PROFESSIONAL AUDITING SERVICES
SEPTEMBER 12 ,2025"

and

“SEALED TECHNICAL PROPOSAL
FOR THE CITY OF GROVES, TEXAS
FOR PROFESSIONAL AUDITING SERVICES
SEPTEMBER 12, 2025”

Any questions or requests for clarification must be submitted in writing via EMAIL to cthiebodeaux@cigrovestx.com 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.

Failure to comply with these instructions or the submission requirements may result in the disqualification of the response.

Audit Services Rating Sheet

Name of Respondent: _____

Evaluator's Name: _____ Date of Rating: _____

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.

Responsiveness & Completeness

Factors	Max.Pts.	Score
1. Understanding of Scope: Does the proposal demonstrate a clear understanding of the audit's scope and objectives, as defined in the RFP?	20	
2. Mandatory Elements: Does the proposal address all requirements outlined in the RFP, including required documents, information, and formats?	20	
3. Adherence to Instructions: Does the proposal follow all submission instructions, including formatting, deadlines, and delivery methods?	10	
Responsiveness & Completeness Subtotal	50	
Comments:		

Technical Qualifications

Factors	Max.Pts.	Score
1. Expertise and Experience	30	
2. Audit Approach	20	
Technical Qualifications Subtotal	50	
Comments:		

Work Performance

Factors	Max.Pts.	Score
1. Result of Most Recent External Quality Control	10	
2. Result of Federal or State Desk or Field Reviews in Last 5 Years	5	
3. Disciplinary Action Taken or Pending Against Firm in Last 5 Years	10	
Work Performance Subtotal	25	
NOTE: Information necessary to assess the offeror on this criterion should be gathered by contacting past and current clients.		
Comments:		

Capacity to Perform

Factors	Max.Pts.	Score
1. Size of Firm and Size of Firm's Governmental Audit Staff	10	
2. Identification of Anticipated Potential Audit Problems	5	
Capacity to Perform Subtotal	15	
Comments:		

Proposed Cost

A = Lowest Proposal \$ _____	Max.Pts.	Score
B = Bidder's Proposal \$ _____		
A ÷ B X 10 equals Respondent's Score		
Proposed Cost Subtotal	10	

TOTAL SCORE

Factors		Max. Pts.		Score
1	Responsiveness & Completeness	50		
2	Technical Qualifications	50		
3	Work Performance	25		
4	Capacity to Perform	15		
5	Proposed Cost	10		
	Total Score	150		

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/2025 Department: City Manager Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Deliberate on amending definitions, requirements, penalties, and enforcement in Code of Ordinances Chapter 21, Article III, Game Rooms and Gaming Machines.

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

Submitted to City Manager's Office on: Date: 10/10/25 Time: 11:30 a.m. By: C THIBODEAUX

Explanation of Item: See accompanying memo.

Deadline for Approval: 11/10/25

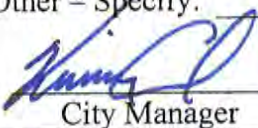
Staff Recommendation: Not an action item. See accompanying memo.

Alternative (if any) for consideration: See accompanying memo.

Identify any attachments to this document: City Manager's memo.

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

Ordinance – Number Resolution – Number Other – Specify:

Signed: Date: Approved:  Date: 10/10/25
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: October 10, 2025
Re: Game Room Policy Options



Background

The City of Groves currently regulates game rooms through a Specific Use Permit (SUP) process, requiring operators to obtain approval from the Planning and Zoning Commission and City Council, in addition to compliance with city codes. As surrounding communities have tightened regulations and enforcement of game rooms over the last 2-3 years, Groves has seen a relatively large influx of dedicated game rooms and gaming devices as those businesses and customers have sought a more permissive environment to operate. In response, on November 18, 2024, the City Council adopted a six-month moratorium on game room applications to allow time for the Council and staff to address concerns caused by the increase in the number of game rooms. The moratorium was extended another six months and now expires on November 18, 2025. As existing game room permits have expired during the moratorium, their permits have been extended to November 18 and their fees prorated accordingly.

Following a decade-long legal battle, the City of Fort Worth successfully defended its ordinance banning eight-liner game rooms. The lawsuit concluded after the Texas Supreme Court refused to hear an appeal in December of 2023, leaving in place a lower court's ruling that the gambling machines are unconstitutional. The conclusion of Fort Worth's lawsuit set a legal precedent that other Texas cities have followed to pass their own local bans on game rooms. Since this past summer, neighboring jurisdictions in Jefferson and Orange Counties have adopted stricter measures, with some banning game rooms entirely (e.g., the Cities of Beaumont, Orange, Port Neches, and Vidor). The Supreme Court's ruling allows authorities to shut down illegal eight-liner gambling operations without needing to prove cash payouts, which was previously difficult to do. This raises the policy question of whether Groves should continue regulating game rooms under the current permit-based system or move toward prohibition. Discussion during the October 6, 2025, council workshop has resulted in drafting revisions of the Code of Ordinances for the City Council to consider – one for a complete ban and another for banning eight-liners only.

Option 1: Continue Allowing Game Rooms (with permits and conditions)

Pros

- **Economic Activity:** Generates tax revenue, permit fees, and sales tax.
- **Control via SUPs:** Allows the City to set site-specific conditions (hours, signage, visibility, location restrictions).
- **Flexibility:** The City can tailor regulations to community standards and revoke permits for noncompliance.
- **Alignment with Existing System:** No need for major ordinance overhaul.

Cons

- **Enforcement Costs:** Requires inspections, police monitoring, and staff time to ensure compliance.
- **Crime and Nuisance Risks:** Game rooms have been associated regionally with increased crime, loitering, and neighborhood complaints.
- **Legal Uncertainty:** Courts have repeatedly ruled that “eight-liner” amusement machines paying cash or prizes of value are illegal gambling devices under Texas law, raising the risk that permitted businesses may still engage in unlawful activity.
- **Reputation/Community Concerns:** Allowing game rooms may be seen as inconsistent with nearby jurisdictions moving to bans.

Option 2: Eliminate Gambling Devices but Allow Amusement Redemption

Pros

- **Legal Clarity:** Aligns with recent court rulings and avoids liability for permitting businesses that might engage in illegal gambling.
- **Economic Activity:** Generates tax revenue, permit fees, and sales tax.
- **Control via SUPs:** Allows the City to set site-specific conditions (hours, signage, visibility, location restrictions).
- **Flexibility:** The City can tailor regulations to community standards and revoke permits for noncompliance.

Cons

- **Enforcement Costs:** Requires inspections, police monitoring, and staff time to ensure compliance.
- **Crime and Nuisance Risks:** Game rooms have been associated regionally with increased crime, loitering, and neighborhood complaints.
- **Reputation/Community Concerns:** Allowing game rooms may be seen as inconsistent with nearby jurisdictions moving to bans.

Option 3: Ban Game Rooms Citywide

Pros

- **Legal Clarity:** Aligns with recent court rulings and avoids liability for permitting businesses that might engage in illegal gambling.
- **Reduced Enforcement Burden:** Removes the need for routine inspections and monitoring of permitted game rooms.
- **Consistency with Neighbors:** Matches Beaumont, Orange, Port Neches, and Vidor, reducing displacement of problem businesses into Groves.
- **Public Safety/Community Support:** May reduce crime or nuisance activity associated with game rooms.

Cons

- **Loss of Revenue:** Forfeits permit fees and related sales/occupancy tax revenues.
- **Potential Legal Challenges:** Current operators may contest a ban as arbitrary, especially if permits were previously issued (though cities generally have broad authority to prohibit).
- **Displacement Issues:** Illegal operations could move underground, requiring enforcement resources to shut down unlicensed facilities.
- **Business Impact:** May affect property owners and business operators relying on game-room tenants.

Legal Liability Analysis

- **If Allowed Under Permits:** The City risks reputational or indirect liability if a permitted game room is later found to be operating illegal gambling devices. While the City is generally immune from liability for licensing decisions, ongoing association with potentially unlawful activity may expose the City to political, administrative, and litigation risks (e.g., lawsuits by affected neighbors or patrons).
- **If Banned:** Legal exposure is lower. The City has broad police powers under Texas law to regulate or prohibit game rooms for health, safety, and welfare reasons. Lawsuits from operators may arise, but courts have upheld municipal bans on game rooms when adopted for legitimate governmental purposes.
- **Key Point:** The City cannot legalize illegal gambling under state law. Even under a regulated framework, operators must ensure machines comply strictly with Texas' "fuzzy animal prize" limitation and related statutes. Enforcement difficulties make liability and compliance risk higher under the permissive model.

Recommendation

Given regional trends, enforcement challenges, and legal risks, staff recommends that the City Council move toward a **phased ban** on game rooms, allowing current permit holders a defined grace period to wind down operations. Alternatively, if the Council prefers to continue regulation and ban gambling devices but allow limited amusement redemption machines, staff recommends strengthening inspection, reporting, and enforcement mechanisms to minimize legal risk.

Based on the Council's discussion during the October 6 workshop, the City Attorney has drafted revisions to the Code of Ordinances for consideration that enact a complete ban or enact a ban only on eight-liners. The existing ordinance and the proposed revisions accompany this memo.

Proposed Revisions to Enact a Ban on Eight-Liners Only

Sec. 21-35. Definitions.

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

Amusement Redemption Machine shall mean any electronic, electromechanical or mechanical contrivance, including sweepstakes machines, designed, made, and adopted solely for bona fide amusement purposes, and that by operation of chance or a combination of skill and chance affords the user, in addition to any right of replay, an opportunity to receive exclusively non-cash merchandise prizes, toys or novelties, or a representation of a value redeemable for those items and is in compliance with Tex. Penal Code §47.01(4)(b).

Amusement Redemption Machine does not include:

1. A machine that awards the user non-cash merchandise prizes, toys or novelties solely and directly from the machine, including claw, crane or similar machines; or
2. A machine from which the opportunity to receive non-cash merchandise prizes, toys or novelties, or a representation of value redeemable for those items, varies depending on the user's ability to throw, roll, flip, toss, hit or drop a ball or other physical objects into the machine or a part thereof, including basketball, golf, bowling or similar machines. A representation of value means cash paid under authority of sweepstakes contestants as provided by the Tex. Business and Commerce Code §43, or a gift certificate or gift card that is presented to a merchant in exchange for merchandise.

Gambling Device shall mean any electronic, electromechanical, or mechanical contrivance that for a consideration affords the player an opportunity to obtain anything of value, the award of which is determined solely or partially by chance, even though accompanied by some skill, whether or not the prize is automatically paid by the contrivance. The term includes, but is not limited to, gambling device versions of bingo, keno, blackjack, lottery, roulette, video poker, or similar electronic, electromechanical, or mechanical games, or facsimiles thereof, that operate by chance or partially so, that as a result of the play or operation of the game award credits or free games, and that record the number of free games or credits so awarded and the cancellation or removal of the free games or credits. Eight-liners are Gambling Devices.

Game room shall mean a building, facility or other place where amusement redemption machines or gambling devices are present and does not mean a building, facility or other place where only legal amusement machines are present.

Game room owner means an individual who:

Deleted: *Amusement redemption machine* means any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with non-cash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once, or five dollars (\$5.00), whichever amount is less. ¶
Game room means a building, facility, or other place that contains amusement redemption machines of any number. ¶

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(Supp. No. 23, Update 2)

- (1) Has an ownership interest in or receives income from a game room or an amusement redemption machine located in a game room;
- (2) Is a partner, director, or officer of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (3) Is a shareholder that holds more than ten (10) percent of the outstanding shares of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (4) Has been issued by the county clerk an assumed name certificate for a business that owns a game room or an amusement redemption machine located in a game room;
- (5) Signs a lease for a game room;
- (6) Opens an account for utilities for a game room;
- (7) Receives a certificate of occupancy for a game room;
- (8) Pays for advertising for a game room; or
- (9) Signs an alarm permit for a game room.

Operator means an individual who supervises, manages, or participates in the performance of activities that contribute to the functioning of a game room, including the following activities:

- (1) Operates a cash register, cash drawer, or other depository on the premises of a game room or of a business where the money earned or the records of credit card transactions or other credit transactions generated in any manner by the operation of a game room or activities conducted in a game room are kept;
- (2) Displays, delivers, or provides to a customer of a game room merchandise, goods, entertainment, or other services offered on the premises of a game room;
- (3) Takes orders from a customer of a game room for merchandise, goods, entertainment, or other services offered on the premises of a game room; or
- (4) Acts as a door attendant to regulate entry of customers or other persons into a game room.

Skill or pleasure coin-operated machine. Any kind of coin-operated machine that dispenses, or is used or is capable of being used to dispense or afford, amusement, skill, or pleasure, or is operated for any purpose, other than for dispensing only merchandise, music or service. This includes:

- (1) A marble machine, marble table machine, marble shooting machine, miniature racetrack machine, miniature football machine, miniature golf machine, miniature bowling machine, billiard or pool game, or machine or device that dispenses merchandise or commodities or plays music in connection with or in addition to dispensing skill or pleasure; and
- (2) Does not include an amusement machine designed exclusively for a child.

(Ord. No. 2019-02, § 1, 3-4-19)

Deleted: Gaming machine. Commonly referred to as an "eight-liner," any coin-operated machine or electronic, electromechanical or mechanical contrivance designed, made, and adopted solely for bona fide amusement purposes if the contrivance rewards the player exclusively with non-cash merchandise prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once or five dollars (\$5.00), whichever is less. Not included in this definition is a machine used only for entertainment purposes, as entertainment is defined in Tex. Admin. Code § 372.1701. ¶

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[Supp. No. 23, Update 2]

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Sec. 21-40. Transparent, uncovered windows required.

- (a) Every gaming site shall have transparent, unobstructed windows or open space on at least one (1) side so that the area is open to view by the general public passing by on a street. The owner, occupant, or operator of a gaming site shall not permit any obstruction of such public view by the use of drawn shades, blinds, partitions, tinting or other structure or obstructions. Violation of this section will result in the penalty listed in section 21-62.

Deleted: (b) . The requirement of section 21-40(a) may be waived or modified by the building official if the business owner can demonstrate: ¶
(1) . The site holds a valid, current on-premises license under V.T.C.A, Alcoholic Beverage Code Title 3, Subtitle B, Chapter 69 where the gaming machines or eight-liners are incidental to the primary business and; ¶
(2) . All of the site's gaming machines or eight-liners are visible upon entering the premises from the front door. ¶
(Ord. No. 2019-02, § 1, 3-4-19)¶

Sec. 21-41. Machine registration requirements.

Gaming machines, as defined in this article, shall be registered as follows:

- (1) The permit holder, owner or operator is required to maintain at the gaming site a complete inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below at all times. The initial application for permit shall include a certificate of the inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the machines that the permit holder intends to put into operation when the gaming site begins its business activities.
- (2) Each renewal permit application shall contain a certificate of inspection of updated inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the gaming machines that the permit holder intends to put into operation when the gaming site begins its business activities under the renewal license.
- (3) Before a new gaming machine is put into operation at the gaming site, the permit holder shall update the locations inventory, register the gaming machine with the city and pay all taxes and regulatory license fees as required.
- (4) Upon review of the inventory of machines under subsections (1), (2) and (3) above, a City of Groves registration decal will be issued for each gaming machine. The registration decal will contain an inventory number. The registration decal for each machine shall be permanently affixed thereto and in plain view at all times. Registration decals are not transferable. The failure of any machine to display a current registration decal shall be a violation of this section and subject to enforcement action by the city.
- (5) The inventory of machines under subsections (1), (2) and (3) above shall provide the following information: the manufacturer(s); the serial number(s); common name, type or description of the game played on the machine. The registration decal shall contain the inventory number of the machine.
- ~~(5) No Gambling Device shall be permitted to be registered in the City of Groves and is hereby prohibited. Gambling Devices are expressly prohibited in the City of Groves.~~
- ~~(6) All Amusement Redemption Machines shall be registered in the City of Groves.~~
- ~~(7) A penalty as listed in section 21-62 will be assessed against each unregistered machine found to be in operation at a gaming site.~~

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(Ord. No. 2019-02, § 1, 3-4-19)

Proposed Revisions to Enact a Complete Ban

Sec. 21-35. Definitions.

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

Amusement Redemption Machine shall mean any electronic, electromechanical or mechanical contrivance, including sweepstakes machines, designed, made, and adopted solely for bona fide amusement purposes, and that by operation of chance or a combination of skill and chance affords the user, in addition to any right of replay, an opportunity to receive exclusively non-cash merchandise prizes, toys or novelties, or a representation of a value redeemable for those items and is in compliance with Tex. Penal Code §47.01(4)(b).

Amusement Redemption Machine does not include:

1. A machine that awards the user non-cash merchandise prizes, toys or novelties solely and directly from the machine, including claw, crane or similar machines; or
2. A machine from which the opportunity to receive non-cash merchandise prizes, toys or novelties, or a representation of value redeemable for those items, varies depending on the user's ability to throw, roll, flip, toss, hit or drop a ball or other physical objects into the machine or a part thereof, including basketball, golf, bowling or similar machines. A representation of value means cash paid under authority of sweepstakes contestants as provided by the Tex. Business and Commerce Code §43, or a gift certificate or gift card that is presented to a merchant in exchange for merchandise.

Gambling Device shall mean any electronic, electromechanical, or mechanical contrivance that for a consideration affords the player an opportunity to obtain anything of value, the award of which is determined solely or partially by chance, even though accompanied by some skill, whether or not the prize is automatically paid by the contrivance. The term includes, but is not limited to, gambling device versions of bingo, keno, blackjack, lottery, roulette, video poker, or similar electronic, electromechanical, or mechanical games, or facsimiles thereof, that operate by chance or partially so, that as a result of the play or operation of the game award credits or free games, and that record the number of free games or credits so awarded and the cancellation or removal of the free games or credits. Eight-liners are Gambling Devices.

Game room shall mean a building, facility or other place where amusement redemption machines or gambling devices are present and does not mean a building, facility or other place where only legal amusement machines are present.

Game room owner means an individual who:

Deleted: *Amusement redemption machine* means any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with non-cash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once, or five dollars (\$5.00), whichever amount is less. ¶
Game room means a building, facility, or other place that contains amusement redemption machines of any number. ¶

- (1) Has an ownership interest in or receives income from a game room or an amusement redemption machine located in a game room;
- (2) Is a partner, director, or officer of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (3) Is a shareholder that holds more than ten (10) percent of the outstanding shares of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (4) Has been issued by the county clerk an assumed name certificate for a business that owns a game room or an amusement redemption machine located in a game room;
- (5) Signs a lease for a game room;
- (6) Opens an account for utilities for a game room;
- (7) Receives a certificate of occupancy for a game room;
- (8) Pays for advertising for a game room; or
- (9) Signs an alarm permit for a game room.

Operator means an individual who supervises, manages, or participates in the performance of activities that contribute to the functioning of a game room, including the following activities:

- (1) Operates a cash register, cash drawer, or other depository on the premises of a game room or of a business where the money earned or the records of credit card transactions or other credit transactions generated in any manner by the operation of a game room or activities conducted in a game room are kept;
- (2) Displays, delivers, or provides to a customer of a game room merchandise, goods, entertainment, or other services offered on the premises of a game room;
- (3) Takes orders from a customer of a game room for merchandise, goods, entertainment, or other services offered on the premises of a game room; or
- (4) Acts as a door attendant to regulate entry of customers or other persons into a game room.

Skill or pleasure coin-operated machine. Any kind of coin-operated machine that dispenses, or is used or is capable of being used to dispense or afford, amusement, skill, or pleasure, or is operated for any purpose, other than for dispensing only merchandise, music or service. This includes:

- (1) A marble machine, marble table machine, marble shooting machine, miniature racetrack machine, miniature football machine, miniature golf machine, miniature bowling machine, billiard or pool game, or machine or device that dispenses merchandise or commodities or plays music in connection with or in addition to dispensing skill or pleasure; and
- (2) Does not include an amusement machine designed exclusively for a child.

(Ord. No. 2019-02, § 1, 3-4-19)

Deleted: *Gaming machine.* Commonly referred to as an "eight-liner," any coin-operated machine or electronic, electromechanical or mechanical contrivance designed, made, and adopted solely for bona fide amusement purposes if the contrivance rewards the player exclusively with non-cash merchandise prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once or five dollars (\$5.00), whichever is less. Not included in this definition is a machine used only for entertainment purposes, as entertainment is defined in Tex. Admin. Code § 372.1701. ¶

Deleted: Sec. 21-40. Transparent, uncovered windows required.

(a) . Every gaming site shall have transparent, unobstructed windows or open space on at least one (1) side so that the area is open to view by the general public passing by on a street. The owner, occupant, or operator of a gaming site shall not permit any obstruction of such public view by the use of drawn shades, blinds, partitions, tinting or other structure or obstructions. Violation of this section will result in the penalty listed in section 21-62.

(b) . The requirement of section 21-40(a) may be waived or modified by the building official if the business owner can demonstrate:

(1) . The site holds a valid, current on-premises license under V.T.C.A., Alcoholic Beverage Code Title 3, Subtitle B, Chapter 69 where the gaming machines or eight-liners are incidental to the primary business and;

(2) . All of the site's gaming machines or eight-liners are visible upon entering the premises from the front door.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-41. Amusement Redemption Machines and Gambling Devices Prohibited

Amusement Redemption Machines and Gambling Devices shall not be permitted within the City of Groves, Texas. Any violation of this ordinance will be subject to removal of the machine, sealing the machine, and/or a fine pursuant to Chapter 1 General Provisions, Sec. 1-5, Code of Ordinances, City of Groves. Each day a violation occurs shall be deemed a separate offense. A violation under this section is considered a violation of the zoning ordinances such that the penalty provisions that related to zoning violations shall apply to an offense under this Section.

Deleted: Sec. 21-41. Machine registration requirements.

Gaming machines, as defined in this article, shall be registered as follows: ¶

(1) . The permit holder, owner or operator is required to maintain at the gaming site a complete inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below at all times. The initial application for permit shall include a certificate of the inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the machines that the permit holder intends to put into operation when the gaming site begins its business activities. ¶

(2) . Each renewal permit application shall contain a certificate of inspection of updated inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the gaming machines that the permit holder intends to put into operation when the gaming site begins its business activities under the renewal license. ¶

(3) . Before a new gaming machine is put into operation at the gaming site, the permit holder shall update the locations inventory, register the gaming machine with the city and pay all taxes and regulatory license fees as required. ¶

(4) . Upon review of the inventory of machines under subsections (1), (2) and (3) above, a City of Groves registration decal will be issued for each gaming machine. The registration decal will contain an inventory number. The registration decal for each machine shall be permanently affixed thereto and in plain view at all times. Registration decals are not transferable. The failure of any machine to display a current registration decal shall be a violation of this section and subject to enforcement action by the city. ¶

(5) . The inventory of machines under subsections (1), (2) and (3) above shall provide the following information: the manufacturer(s); the serial number(s); common name, type or description of the game played on the machine. The registration decal shall contain the inventory number of the machine. ¶

(6) . A penalty as listed in section 21-62 will be assessed against each unregistered machine found to be in operation at a gaming site. ¶

(Ord. No. 2019-02, § 1, 3-4-19)¶

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ARTICLE III. GAME ROOMS AND GAMING MACHINES¹

DIVISION 1. IN GENERAL

Sec. 21-35. Definitions.

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

Amusement redemption machine means any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with non-cash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once, or five dollars (\$5.00), whichever amount is less.

Game room means a building, facility, or other place that contains amusement redemption machines of any number.

Game room owner means an individual who:

- (1) Has an ownership interest in or receives income from a game room or an amusement redemption machine located in a game room;
- (2) Is a partner, director, or officer of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (3) Is a shareholder that holds more than ten (10) percent of the outstanding shares of a business, company, or corporation that has an ownership interest in a game room or in an amusement redemption machine located in a game room;
- (4) Has been issued by the county clerk an assumed name certificate for a business that owns a game room or an amusement redemption machine located in a game room;
- (5) Signs a lease for a game room;
- (6) Opens an account for utilities for a game room;
- (7) Receives a certificate of occupancy for a game room;
- (8) Pays for advertising for a game room; or

¹Editor's note(s)—Ord. No. 2019-02, § 1, adopted March 4, 2019, repealed the former Art. III, §§ 21-36, 21-37, 21-41, 21-42, and enacted a new Art. III as set out herein. The former Art. III pertained to coin-operated machines and derived from Ord. No. 764, § 1, adopted Jan. 18, 1982; and Ord. No. 92-04, §§ 2—5, adopted July 6, 1992.

Editor's note(s)—Pursuant to Ord. No. 2024-29 and Ord. No. 2025-09, an extension of the moratorium on game room applications is hereby currently suspended as to new applications for a period of six (6) months from May 12, 2015.

(9) Signs an alarm permit for a game room.

Gaming machine. Commonly referred to as an "eight-liner," any coin-operated machine or electronic, electromechanical or mechanical contrivance designed, made, and adopted solely for bona fide amusement purposes if the contrivance rewards the player exclusively with non-cash merchandise prizes, toys, or novelties, or a representation of value redeemable for those items, that have a wholesale value available from a single play of the game or device of not more than ten (10) times the amount charged to play the game or device once or five dollars (\$5.00), whichever is less. Not included in this definition is a machine used only for entertainment purposes, as entertainment is defined in Tex. Admin. Code § 372.1701.

Operator means an individual who supervises, manages, or participates in the performance of activities that contribute to the functioning of a game room, including the following activities:

- (1) Operates a cash register, cash drawer, or other depository on the premises of a game room or of a business where the money earned or the records of credit card transactions or other credit transactions generated in any manner by the operation of a game room or activities conducted in a game room are kept;
- (2) Displays, delivers, or provides to a customer of a game room merchandise, goods, entertainment, or other services offered on the premises of a game room;
- (3) Takes orders from a customer of a game room for merchandise, goods, entertainment, or other services offered on the premises of a game room; or
- (4) Acts as a door attendant to regulate entry of customers or other persons into a game room.

Skill or pleasure coin-operated machine. Any kind of coin-operated machine that dispenses, or is used or is capable of being used to dispense or afford, amusement, skill, or pleasure, or is operated for any purpose, other than for dispensing only merchandise, music or service. This includes:

- (1) A marble machine, marble table machine, marble shooting machine, miniature racetrack machine, miniature football machine, miniature golf machine, miniature bowling machine, billiard or pool game, or machine or device that dispenses merchandise or commodities or plays music in connection with or in addition to dispensing skill or pleasure; and
- (2) Does not include an amusement machine designed exclusively for a child.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-36. Declaration of findings.

The necessity of the public interest for the provisions and prohibitions hereinafter contained and enacted is declared as a matter of legislative determination and public policy, and it is further declared that the provisions and prohibitions contained in this article are in the furtherance of and for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity of the city and its citizens.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-37. Severability.

It is hereby declared to be the intention of the city council the divisions, sections, paragraphs, sentences, clauses, and phrases of this article are severable and if any division, phrase, clause, sentence, paragraph or section of this article should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining divisions, phrases, clauses, sentences, paragraphs, or sections of this article.

DIVISION 2. REQUIREMENTS

Sec. 21-38. Permit required.

- (a) It shall be unlawful for an owner or operator of a game room to operate, use, or maintain a game room without first obtaining a game room permit issued under the terms and conditions of this article.
- (b) It shall be unlawful for any operator, occupant or owner of the gaming site to operate any gaming site located within the city unless the permit issued for that site is posted at or near the principal public entrance to the gaming site in such a manner that it will be conspicuous to patrons who enter the gaming site.
- (c) In any prosecution under subsection (a) above, it shall be presumed that there was no permit at the time of the alleged offense, unless a permit was then and there posted as provided in subsection (b).
- (d) An application for an existing game room location that is submitted by an individual who is different from the individual named as the owner or operator on the current application or a re-application for an existing game room location after denial or revocation shall be considered a new application and not a renewal.
- (e) A game room owner shall obtain a permit from the city for each game room located in the city.
- (f) The application for a permit required by this section shall be in the form prescribed by the city manager or his designee and shall contain such information as he shall require. Any failure to provide the information required by this section or a determination is made that inaccurate, erroneous or incomplete information has been submitted shall be grounds for denial of the application.
- (1) The proposed game room must comply with all building codes and zoning regulations of the city, at the time of the submission of the application for a permit.
- (2) Each application shall also be accompanied by:
 - a. A copy of a certificate of occupancy issued by the building official as appropriate for the proposed game room;
 - b. In the case of a game room to be operated under an assumed name, a true and correct copy of the registration of the assumed name filed in the office of the Jefferson County Clerk, bearing the file mark or stamp that evidences its filing in that office; and
 - c. Non-refundable fee(s) as listed in the fee schedule of section 21-54.Any failure to provide the documents required by this item shall be grounds for denial.
- (g) Each application received under this section will be investigated to determine whether the applicant and operators of a game room have been convicted of any of the following offenses:
 - (1) Gambling, gambling promotion, keeping a gambling place, communicating gambling information, possession of gambling devices or equipment, or possession of gambling paraphernalia as described in V.T.C.A, Penal Code Ch. 47;
 - (2) Forgery, credit card abuse or commercial bribery as described in V.T.C.A, Penal Code Ch. 32;
 - (3) Money laundering as described in V.T.C.A, Penal Code Ch. 34;
 - (4) Criminal attempt, conspiracy or solicitation to commit any of the foregoing offenses; or any other offense to the laws of another state or of the United States that, if committed in this state, would have been punishable as one (1) or more of the aforementioned offenses; or

-
- (5) A criminal offense as described in V.T.C.A, Local Government Code Ch. 352, subch. B; and
- a. Less than two (2) years have elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date if the conviction is of a misdemeanor offense; or
 - b. Less than five (5) years have elapsed since the date of conviction or the date of release from confinement for the conviction, whichever is the later date, if the conviction is of a felony offense.
- Offenses involving gambling and the possession of gambling paraphernalia shall be grounds for denial, revocation or refusal for renewal of such licenses because these businesses offer special opportunities for gambling activities.
- (h) Any failure of a proposed game room to meet all requirements of this section shall be grounds for denial, revocation, or suspension of a game room license.
 - (i) Each city game room permit is valid for one (1) year and shall expire on the anniversary date of the issuance of the permit. A permit may be renewed for the following calendar year beginning sixty (60) days before the expiration of the current permit by filing a completed application for each permit and paying the applicable fee set forth in the fee schedule. A renewal application shall be subject to the same requirements in this section as for an initial city game room permit application.
 - (j) It shall be unlawful for an owner or operator of a game room to operate, use, or maintain a game room without first obtaining a special use permit issued under the terms and conditions of chapter 2, Administration, article II, Planning and zoning commission, section 2-29, Fees—Zoning Ordinance amendment; specific use permit application. This requirement shall be met yearly with the Initial application and renewal application requirements of chapter 2, Administration, article II, Planning and zoning commission, section 21-46, Initial application and renewal application requirements.
- (Ord. No. 2019-02, § 1, 3-4-19; Ord. No. 2023-02, § 5, 2-27-23)

Sec. 21-39. Signage.

- (a) Notwithstanding any other city ordinance, code or regulation to the contrary, it shall be unlawful for the operator, occupant or owner of a gaming site not to clearly identify the site with a sign as required by this article. A penalty will be assessed as listed in section 21-62.
 - (b) The sign displayed should be one (1) provided by the city with a white background with black Arial font lettering of one and one-half (1½) inches.
 - (c) The sign must clearly read "GAMING SITE" and may not include any advertisements.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-40. Transparent, uncovered windows required.

- (a) Every gaming site shall have transparent, unobstructed windows or open space on at least one (1) side so that the area is open to view by the general public passing by on a street. The owner, occupant, or operator of a gaming site shall not permit any obstruction of such public view by the use of drawn shades, blinds, partitions, tinting or other structure or obstructions. Violation of this section will result in the penalty listed in section 21-62.
- (b) The requirement of section 21-40(a) may be waived or modified by the building official if the business owner can demonstrate:

-
- (1) The site holds a valid, current on-premises license under V.T.C.A, Alcoholic Beverage Code Title 3, Subtitle B, Chapter 69 where the gaming machines or eight-liners are incidental to the primary business and;
 - (2) All of the site's gaming machines or eight-liners are visible upon entering the premises from the front door.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-41. Machine registration requirements.

Gaming machines, as defined in this article, shall be registered as follows:

- (1) The permit holder, owner or operator is required to maintain at the gaming site a complete inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below at all times. The initial application for permit shall include a certificate of the inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the machines that the permit holder intends to put into operation when the gaming site begins its business activities.
- (2) Each renewal permit application shall contain a certificate of inspection of updated inventory, along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the gaming machines that the permit holder intends to put into operation when the gaming site begins its business activities under the renewal license.
- (3) Before a new gaming machine is put into operation at the gaming site, the permit holder shall update the locations inventory, register the gaming machine with the city and pay all taxes and regulatory license fees as required.
- (4) Upon review of the inventory of machines under subsections (1), (2) and (3) above, a City of Groves registration decal will be issued for each gaming machine. The registration decal will contain an inventory number. The registration decal for each machine shall be permanently affixed thereto and in plain view at all times. Registration decals are not transferable. The failure of any machine to display a current registration decal shall be a violation of this section and subject to enforcement action by the city.
- (5) The inventory of machines under subsections (1), (2) and (3) above shall provide the following information: the manufacturer(s); the serial number(s); common name, type or description of the game played on the machine. The registration decal shall contain the inventory number of the machine.
- (6) A penalty as listed in section 21-62 will be assessed against each unregistered machine found to be in operation at a gaming site.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-42. Site plan required.

A drawing or site plan of the location must be provided upon initial application or a permit renewal if modifications to the site have been made or gaming machines have been added. The drawing or site plan must include the following details:

- (1) Overall view of the property;
- (2) Parking spaces for the location;

-
- (3) Floor plan of buildings;
 - (4) Locations of gaming machines;
 - (5) Windows and doors;
 - (6) Dimensions of building, windows and doors.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-43. Prohibited locations.

- (a) Gaming sites must comply with all zoning laws and requirements.
 - (b) No gaming sites shall be permitted to be placed within 300 (three hundred) feet of any church, hospital or school.
 - (1) The measurement of the distance between the place of business and the church, hospital or school shall be determined by measurements made in a straight line, without regard to intervening structures or objects, from the nearest point on the applicant's property line to the nearest point of the church, hospital or school property line.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-44. Operating hours of gaming machines.

- (a) It shall be the duty of any owner or operator of a game room to ensure compliance with this subsection.
 - (b) A game room shall operate only between the hours of 8:00 a.m. and 10:00 p.m.
 - (c) Each gaming machine must be made physically inaccessible and unusable from 10:00 p.m. to 8:00 a.m. Each hour and/or portion of an hour that a gaming machine is accessible and operational during prohibited hours is a separate violation.
 - (d) An owner of a game room that operates a game room in violation of this subsection shall be assessed a penalty as listed in section 21-62. Each hour and/or portion of an hour that a game room is operating during prohibited hours in violation of these regulations is a separate violation.
 - (e) A person commits a class C misdemeanor offense if they intentionally or knowingly operate a game room in violation of this section.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-45. Certificate of occupancy—Annual requirement.

- (a) It shall be unlawful for any operator, occupant or owner of the gaming site to operate any gaming site located within the city unless the certificate of occupancy issued for that site is posted at or near the principal public entrance to the gaming site in such a manner that it will be conspicuous to patrons who enter the gaming site.
 - (b) A certificate of occupancy issued by the city must be renewed annually and must accompany the initial permit application and each renewal permit application.
 - (c) All associated laws, ordinances and adopted codes shall apply to obtaining said certificate of occupancy.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-46. Initial application and renewal application requirements.

- (a) The gaming permit application must be submitted with the following:
- (1) A copy of a certificate of occupancy issued by the building official of the city for the proposed game room;
 - (2) A list of the business owner(s) and operators with fingerprint background reports of all of the business owner(s) and all operators of the proposed game room;
 - (3) A list of building owner(s) with contact information of said building owner(s);
 - (4) In the case of corporate ownership, a copy of the certificate of incorporation;
 - (5) In the case of a game room to be operated under an assumed name, a true and correct copy of the registration of the assumed name filed in the office of the Jefferson County Clerk, bearing the file mark or stamp that evidences its filing in that office;
 - (6) A certificate of the inventory, along with serial numbers or equivalent identification, as set forth in subsections 21-41(4) and (5), of the machines that the permit holder intends to put into operation when the gaming site begins its business activities;
 - (7) A site plan as set forth in section 21-42;
 - (8) The application or renewal fee as listed in the fee schedule in section 21-54;
 - (9) The occupation tax fee per machine as listed in the fee schedule in section 21-54;
 - (10) The regulatory enforcement license fee per machine as listed in the fee schedule in section 21-54;
 - (11) The ID badge fees for each operator and owner of a game room as listed in the fee schedule in section 21-54;
 - (12) Whether a previous permit of the applicant, or, if applicable, a corporate officer of the applicant, has been revoked within two (2) years of filing of the application; and
 - (13) A statement that all the facts contained in the application are true and correct.
- Any false statement made by an applicant on the application shall subject the permit to immediate suspension pending revocation and the applicant may be prosecuted as a violation of V.T.C.A., Penal Code § 37.10, (tampering with governmental records), a third degree felony.
- (Ord. No. 2019-02, § 1, 3-4-19)

DIVISION 3. PENALTIES, FEES AND OTHER PROVISIONS

Sec. 21-47. Grounds for denial or revocation.

- (a) Initial application or renewal application will be denied for one (1) or more of the following reasons:
- (1) A false statement as to a material matter made in an application for a permit;
 - (2) Revocation of a permit, pursuant to this article, of the applicant or corporate officer of the applicant within two (2) years preceding the filing of the application;
 - (3) The applicant or a co-owner for such permit has, within the past ten (10) years, been convicted of any offenses listed in subsection 21-38 (g).

-
- (b) Initial application or renewal of a permit will be denied or an existing permit will be revoked if it is determined that the applicant, owner or permit holder is indebted to the city for any fee, costs, penalties, or delinquent taxes at the time of application or renewal.
- (c) Existing permits issued under this provision shall be revoked for more than two (2) separate occurrences of violations of this article during the effective permit period by giving written notice, stating the reason for revocation.
- (d) No permit shall be issued within a period of two (2) years to anyone whose permit has been revoked.
- (e) Application for additional or new permits issued under this provision shall be denied to an owner or occupant who has been found in violation of this article for a period of two (2) years.
- (Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-48. Appeal from denial, suspension or revocation.

Any applicant desiring to contest the denial, revocation, or suspension of a game room license under this Code may request a hearing before a hearing panel designated by the city manager in accordance with the following procedures:

- (1) A request for hearing must be in writing and delivered to the city manager within ten (10) days of the denial or citation. The applicant waives the right to hearing if the request is not timely received by the city manager.
- (2) The issue before the hearing panel shall be whether or not the proposed or existing game room complies with the requirements of this article.
- (3) If the hearing panel determines that a proposed game room does not comply with the requirements of this article, then application for a game room license shall be denied. The applicant may re-apply for a game room license if changes are made to bring the proposed game room into compliance with this article.
- (4) If the hearing panel determines a game room has committed more than two (2) separate violation occurrences within the effective permit period, the game room license will be revoked.
- (5) The decision of the hearing panel shall be final.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-49. Transfer of permit.

A permit issued under the provisions of this article shall be specific to the site and personal to the holder thereof and shall not be transferable or assignable.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-50. Replacement permits or decals.

- (a) A replacement permit shall be issued to the original applicant for one (1) lost, destroyed, or mutilated after a written application is submitted with the fee listed in the fee schedule in section 21-54 on a form provided by the city for such purpose.
- (b) A replacement permit shall bear the same expiration date as the one (1) it replaces.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-51. Occupation tax.

Every permit holder who controls, possesses, exhibits or displays, or who permits to be exhibited or displayed in the city for public patronage or operation by the public, any gaming machine shall pay, and is hereby levied on each such gaming machine, except those exempt under this article, an annual occupation tax in the amount equal to one-fourth (¼) of the current state occupation tax. All occupation taxes for gaming machines are payable annually in advance. The fee for issuing a replacement occupation tax receipt for one (1) lost, destroyed or mutilated shall be as listed in the fee schedule in section 21-54.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-52. Regulatory enforcement license fee.

An owner, operator, or lessee of an amusement machine game room shall be required to secure a regulatory enforcement license annually. An amusement redemption machine game room shall be required to secure a regulatory enforcement license by paying to the city an annual inspection and regulatory enforcement license fee as listed in the fee schedule in section 21-54 for each amusement redemption gaming machine. The regulatory license fee is implemented to cover the costs to issue the permits, regulate the amusement redemption machine game rooms, and to determine whether the provisions of this article are complied with. The annual term for all gaming machines within a gaming site shall have an expiration date which coincides with the gaming room permit expiration/renewal date irrespective of the gaming machine initial licensing date.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-53. ID badges—Owners and operators.

All owners and operators of an amusement machine game room shall be required to secure an ID badge issued from the city annually following the completion of the required background checks as described in section 21-38(g). ID badge fees are listed in section 21-54, fee schedule. Owner and operator ID badges shall be worn to be visible at all times while operating and working in a game room. Operators and owners without visible ID badges shall be fined according to the penalty schedule in section 21-62.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-54. Fee schedule.

Fee Description	Article Reference	Fee
Application fee	Sec. 21-38	\$1,500.00
Renewal fee	Sec. 21-45	\$1,500.00
Occupation tax per machine	Sec. 21-45, Sec. 21-51	\$15.00
Replacement decals	Sec. 21-50	\$15.00
Regulatory enforcement license fee per machine	Sec. 21-52	\$1,500.00
Initial ID badge fee	Sec. 21-53	\$50.00
Replacement for lost ID badge fee	Sec. 21-53	\$25.00

(Ord. No. 2023-04, § 4, 6-19-23)

PART I - GENERAL ORDINANCES
Chapter 21 - PUBLIC AMUSEMENTS
ARTICLE III. - GAME ROOMS AND GAMING MACHINES
DIVISION 4. ENFORCEMENT

DIVISION 4. ENFORCEMENT

Sec. 21-55. Violations of existing laws not authorized.

Nothing herein shall be construed or have the effect to license, permit, authorize or legalize any machine, device, table, or gaming machine, the keeping, exhibition, operation, display or maintenance of which is illegal or in violation of any ordinance of the city, any section of the Penal Code or the Constitution of the State of Texas.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-56. Inspections, compliance.

(a) It shall be the duty of all owners, managers, or employees of a game room, or other person exercising control over a game room, a portion of a game room, to provide any law enforcement officer or code enforcement officer with immediate unrestricted access during business hours to all areas of a game room and to all amusement redemption machines.

(b) The gaming site shall conform to all zoning ordinances, building codes and fire prevention codes of the city and comply with all federal, state and local ordinances and regulations relevant to the operations of a gaming site or gaming machine.

(c) An owner, operator, occupant, or any person who does not allow immediate access to the area of the gaming site where such machines are located to officials for the purpose of inspection or enforcement commits an offense. See penalty fees, section 21-62.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-57. Responsibility of permit holder.

A permit holder hereunder shall not permit any of the following activities within the permitted gaming site:

(1) The sale, purchase, possession or consumption of any alcoholic beverages as the same is permitted by the Texas Alcoholic Beverage Code, unless the gaming site is licensed under the provisions of said code and the ordinances of the city for the sale, purchase, possession or consumption of alcoholic beverages.

(2) The operation of any gaming machine by a person younger than seventeen (17) years of age.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-58. Sealing machine for nonpayment.

(a) Any law enforcement or code enforcement officer charged with the administration of this Code shall seal, in a manner that will prevent further operation, any gaming machine upon which the tax and enforcement fee required by this article has not been paid or upon which the decal is not properly displayed. The owner or operator of any machine subject to this article shall be required to pay a fee equal to the maximum amount permitted under V.T.C.A., Occupations Code § 2153.453, for the release of any machine sealed and any

outstanding enforcement fee amounts, as provided herein, for nonpayment of the tax, nonpayment of the enforcement fee, or for failure to properly display the decal evidencing the payment of the tax and proper registration of the machine. Upon proof of payment of the occupation tax and enforcement fee provided for in section 21-54 and the regulatory enforcement license fee provided for in section 21-54 of this article, and the release fee, the officer will remove the seal.

- (b) Any owner desiring to contest the tax, enforcement fee, or penalty owed to the city to secure the release of a sealed machine may request a hearing as described in section 21-48.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-59. Penalty for removal of sealed machine.

It shall be unlawful to remove from the permitted site any machine that has been sealed pursuant to section 21-58 of this article. Whoever removes or causes to be removed a machine that is sealed shall be guilty of a class C misdemeanor and, upon conviction, shall be punished by a fine as listed in section 21-62.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-60. Injunctions.

- (a) In addition to the fines and penalties provided in this article, if it appears that a person has violated or is violating or is threatening to violate any provisions of this article, the city attorney may institute a civil suit in a court of competent jurisdiction for injunctive relief to restrain the person from continuing the violation or threat of violation.

- (b) On application for injunctive relief and a finding that a person is violating or threatening to violate any provision of this article, the court shall grant such injunctive relief as the facts may warrant.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-61. Strict enforcement; exemptions.

- (a) All law enforcement personnel, inspectors, and other designated personnel shall carry out the provisions of this article and may issue citations for violations of this article. All law enforcement officers and representatives shall strictly enforce and prosecute the provisions of this article, and court officials shall see that this article receives strict interpretation and adjudication in a court of competent jurisdiction.

- (b) A person in possession or control of a gaming machine is exempt from this article if:

- (1) The gaming machine is maintained exclusively in a personal residence and solely for personal use; or
- (2) The gaming machine has been altered in such a way that it no longer functions as a coin-operated machine and is not patronized for the purpose of winning cash or cash value prizes; or
- (3) The gaming machine is owned by, leased or rented to organizations operated exclusively for charitable, educational, religious or benevolent purposes. An organization with social or fraternal activities does not qualify; or
- (4) The gaming machines designed for and utilized exclusively by children are expressly exempt from the tax and enforcement fee.

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-62. Penalty fees.

- (a) Proof of a culpable mental state is not required for a conviction of an offense under this article.
- (b) Any violation charged pursuant to this section shall be independent of and may be in addition to any administrative penalties which may be imposed regarding the suspension, revocation or denial of any permit or license granted under this article.
- (c) Each day a violation occurs shall be deemed a separate offense.

Violation Description	Article Reference	Fine Range
Violation of operating hours, per machine, per hour and/or portion of an hour	Sec. 21-44	\$250.00 to \$500.00
Signage	Sec. 21-39	\$250.00 to \$500.00
Transparent, uncovered windows required	Sec. 21-40	\$250.00 to \$500.00
Machine registration requirements	Sec. 21-41	\$250.00 to \$500.00
Refusal of inspection	Sec. 21-56	\$250.00 to \$500.00
Operation of gaming machines by minors	Sec. 21-57	\$250.00 to \$500.00
Penalty for removal of sealed machine	Sec. 21-59	\$250.00 to \$500.00
Penalty for no visible ID badge	Sec. 21-53	\$250.00 to \$500.00

(Ord. No. 2019-02, § 1, 3-4-19)

Sec. 21-63. Administration and enforcement.

All administration and enforcement of this article, if not otherwise provided herein, shall be under the authority of the city manager of the City of Groves, or his designee.

(Ord. No. 2019-02, § 1, 3-4-19)

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/2025 Department: City Manager Agenda Item No. 13

Title for Item (same as to be placed on Agenda): Deliberate and act on the October 13, 2025, Invoice List.

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

Submitted to City Manager's Office on: Date: 10/9/25 Time: 2:00 p.m. By: C. THIBODEAUX

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

Deadline for Approval: Immediately

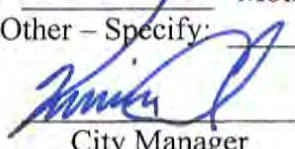
Staff Recommendation: Approval of the list, as presented.

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: 10/09/25
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 - October 13, 2025

Vendor	Description	Amount
1. Allico, Inc	Payment #1 for WWTP repairs and improvements - ARPA Grant Monies	\$ 437,022.80
2. Blue Iron Technologies	Annual software subscriptions	\$ 13,834.05
3. Brenntag Southwest, INC	Sodium Hydroxide	\$ 6,774.02
4. City of Port Arthur	Garbage and trash disposal August 2025	\$ 18,705.00
5. EGSW	Micro-solve 55 gallon drum	\$ 6,550.00
6. Hach Company	Hach annual service partnership	\$ 6,482.00
7. Hach Company	Portable analyzer	\$ 7,612.00
8. Heil of Texas	Dump arm for garbage truck	\$ 7,001.80
9. Lower Neches Valley Authority	Raw water purchased for August 2025	\$ 27,600.00
10. Lower Neches Valley Authority	Raw water purchased for September 2025	\$ 25,875.00
11. Lowe's Home Center	Tools for Water Plant, mini split ac for lift stations, office/lab and polymer room	\$ 5,974.02
12. Moody Bros., Inc	Annual preventative maintenance	\$ 5,892.00
13. Moody Bros., Inc	SO2 room overhaul	\$ 36,500.00
14. NewGen Strategies & Solutions	Invoice #2 for rate study update	\$ 9,500.00
15. PVS DX, INC	Chlorine for Water Plant	\$ 6,861.60
16. PVS DX, INC	CL2 and SO2 for Wastewater Plant	\$ 11,511.60
17. Republic Services Inc	August container services	\$ 10,340.45
18. Siemens Industry, Inc	Alarm system repair of 4 faulty detectors and 1 pull station	\$ 5,219.66
19. United Communications Inc.	4 new Kenwood Viking VP8000 portable radios	\$ 13,292.00
20. Wex Bank	Fuel services for September 2025	\$ 16,557.07
Total		\$ 679,105.07

KC
10/14/25

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

City of Groves

PURCHASE ORDER # 09-40700

09/23/2025

ISSUED TO: VEND #: 01-202

ALLCO, INC.
PO BOX 3684
BEAUMONT, TX 77704

SHIP TO:

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	PAYMENT #1 PAYMENT #1 FOR WWTP REPAIRS AND IMPROVEMENTS TO BE PAID WITH ARPA GRANT MONIES	11 -5-67-09-604	2021 GLO CLFRF GRANT	0.00 437,022.80

RECEIVED

SEP 23 2025

FINANCE

PAID

SEP 23 2025

FINANCE

*** TOTAL *** 437,022.80

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY

GrantWorks

2201 Northland Drive, Austin, Texas 78756
Office: (512) 420-0303 | Fax: (512) 420-0302

09/19/2025

DRAW REQUEST TRANSMITTAL COVER LETTER

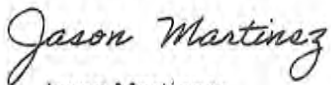
City Manager
Kevin Carruth
City of Groves
3947 Lincoln Avenue
Groves, TX 77619

Re: Project:	WWTP Improvements
Draw Request No.	001
Contract Amount	\$947,500.00
Grant Amount of this Draw	\$437,022.80
Remaining funds after Draw	\$510,477.20

The enclosed Payment recommendation No.1 has been reviewed. It is approved and ready to be processed for Allco, LLC.

Please do not hesitate to call me at (956) 619 - 3458 if you have any questions or if I may be of assistance.

Sincerely,



Jason Martinezz
American Rescue Plan Act Manager – jjason.martinez@grantworks.net - (956) 619 - 3458

PAID
SEP 26 2025
FINANC

PROJECT: WWTP Improvements
OWNER: City of Groves
CONTRACTOR: Allco, LLC
ENGINEER: Soutex Surveyors & Engineers

Invoice #: 10040
Job #: TX-1025

PERIOD END: June 30, 2025

ESTIMATE NO.: One (1)

SUMMARY OF PAYMENT VALUES FROM ATTACHED SCHEDULES

Original Contract Amount	\$947,500.00
Approved Change Orders	\$0.00
Current Contract Amount	<u>\$947,500.00</u>
 Total Value of Contract Performed to Date	 \$435,260.00
Extra Work on Approved Change Orders	\$0.00
Material on Hand	<u>\$24,764.00</u>
Amount of Contract Invoiced to Date	<u>\$460,024.00</u>
Less Amount Retained at: 5%	<u>\$23,001.20</u>
Net Amount Earned on Contract	<u>\$437,022.80</u>
Less Amount of Previous Invoices	<u>\$0.00</u>
BALANCE DUE THIS INVOICE	<u>\$437,022.80</u>
Percentage of Contract Invoiced to Date	49%

The undersigned contractor certifies that all work, including materials on hand, covered by this Periodic Payment have been completed or delivered in accordance with the Contract Documents, that all amounts have been paid by him for work, materials, and equipment for which previous Periodic Payments were issued and received from the Owner, and that the current payment shown herein is now due.

CONTRACTOR: ALLCO, LLC

BY: T.W. Harrison

T.W. Harrison - President

DATE: 6/30/2025

Subscribed and sworn to before me this 30th day of June, 2025.

Notary Public: Mary Beth DeLord

My Commission expires: April 12, 2027



Recommended for Payment by:

Approved for Payment by:

Jeremy Mitchell
Soutex Inc.
7/15/25
Date

Approved for Payment by:

Approved for Payment by:

Date

Date

PAID
SEP 2 2025
FINANCE

PROJECT: WWTP Improvements
 OWNER: City of Groves
 CONTRACTOR: Allco, LLC
 ENGINEER: Soutex Surveyors & Engineers

PERIOD END: June 30, 2025				ESTIMATE NO.:		One (1)		
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	PER QTY	QTD	VALUE COMPLETED
1	MOBILIZATION							
a	Mobilization/Insurances/Bonds	1	LS	36,300.00	36,300.00	100%	100%	36,300.00
2	REMOVE EXISTING EQUIPMENT/ELECTRICAL							
a	Demo Bar Screen/Conveyor	1	LS	40,000.00	40,000.00	100%	100%	40,000.00
b	Demo Grit Classifier Equipment/Misc	1	LS	8,200.00	8,200.00	100%	100%	8,200.00
3	SUPPLY & INSTALL PREFORATED PLATE SCREEN EQUIP							
a	Install New Bar Screen	1	LS	78,400.00	78,400.00	90%	90%	70,560.00
b	Install Misc Waterlines/Connections	1	LS	12,000.00	12,000.00			
c	Electrical Conduit/Controls	1	LS	13,300.00	13,300.00			
d	Preforated Filter Screen Equipment	1	LS	285,000.00	285,000.00	90%	90%	256,500.00
4	SUPPLY & INSTALL SHAFTLESS AUGER CONVEYOR							
a	Install Conveyor Equipment	1	LS	17,000.00	17,000.00			
b	Install Discharge Chute/Supports	1	LS	10,000.00	10,000.00			
c	Electrical Conduit/Controls	1	LS	4,000.00	4,000.00			
d	Shaftless Conveyor Equipment	1	LS	96,000.00	96,000.00			
e	Misc Metals Materials (Chute/Supports)	1	LS	14,000.00	14,000.00			
5	SUPPLY & INSTALL GRIT CYCLONE/CLASSIFIER							
a	Demo/Modify Supports	1	LS	11,800.00	11,800.00			
b	Install Grit Cyclone/Classifier Equipment	1	LS	28,000.00	28,000.00			
c	Electrical Conduit/Controls	1	LS	6,000.00	6,000.00			
d	Grit Cyclone/Classifier Equipment	1	LS	185,000.00	185,000.00			
6	REMOVE/REPLACE CONVEYOR PLATFORM							
a	Remove Existing Conveyor Platform	1	LS	2,000.00	2,000.00			
b	Install New Conveyor Platform	1	LS	9,000.00	9,000.00			
c	Misc Metals Materials	1	LS	19,000.00	19,000.00			
1A	REPLACE FIBERGLASS HANDRAILS							
a	Remove Existing Handrails	1	LS	2,000.00	2,000.00	50%	50%	1,000.00
b	Install New Handrails	1	LS	10,000.00	10,000.00	50%	50%	5,000.00
c	Misc Metals Materials	1	LS	9,000.00	9,000.00	50%	50%	4,500.00
2A	REPLACE FIBERGLASS GRATING							
a	Remove Existing Grating	1	LS	2,500.00	2,500.00	40%	40%	1,000.00
b	Install New Grating	1	LS	10,500.00	10,500.00	40%	40%	4,200.00
c	Misc Metals Materials	1	LS	20,000.00	20,000.00	40%	40%	8,000.00
2A	MANUAL BAR SCREEN-IMPROVE/REPLACE							
a	Remove Existing Bar Screen	1	LS	1,500.00	1,500.00			
b	Replace Existing Bar Screen	1	LS	9,000.00	9,000.00			
c	Misc Metals Materials	1	LS	8,000.00	8,000.00			
TOTAL FOR PROJECT					947,500.00			435,260.00

SEP 28

FINAN

REMIT TO:

Hartwell Environmental Corp.
A DXP Company
22115 Hufsmith Kohrville Rd.
Tomball, TX 77375



Invoice

DATE	INVOICE #
6/25/2025	24-258-01

BILL TO

SHIP TO

ALLCO, LLC
PO Box 3684
Beaumont, TX 77704

City of Groves

P.O. #	TERMS	SHIP	VIA	F.O.B.	QUOTE NO.
7696	Net 30	6/25/2025	Best Way	Jobsite	MD/KG
QTY	DESCRIPTION			PRICE EACH	AMOUNT
0.6	One Lot Galv. Platform, Chute Supports and SS Chute One Lot SS Manual Bar Screen			66,274.00	39,764.40
SCANNED					
RECEIVED JUN 26 2025					
Thank you for your business.				Total	\$39,764.40
281-351-8501 Phone 281-351-8323 Fax					

Visit us at www.hartwellenv.com

PAID

<12,000.00>

24,764.40

SEP 26 2025

FINANCE

Lamar Ozley

From: Jason Martinez <jason.martinez@grantworks.net>
Sent: Friday, September 19, 2025 4:02 PM
To: Kevin Carruth; Lamar Ozley
Cc: Angela Leach
Subject: RE: June Estimate City Groves WWTP
Attachments: ARPA Groves- PayApp 1 WWTP.pdf

Good afternoon, Kevin and Lamar,

Attached is our review of Pay App #1 for Allco.

Please let me know if you have any questions or concerns.

Jason Martinez, MPA, MBA | ARPA Project Manager | (956) 619-3458 | jason.martinez@grantworks.net | 2201 Northland Drive, Austin, Texas 78756 | www.grantworks.net

BUILDING OUR NATION'S COMMUNITIES. HELP FOR TODAY, HOPE FOR TOMORROW.



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From: Lamar Ozley <LOzley@cigrovestx.com>
Sent: Tuesday, September 16, 2025 3:34 PM
To: Jason Martinez <jason.martinez@grantworks.net>
Subject: FW: June Estimate City Groves WWTP
Importance: High

Has Troy or Kevin sent this to you for review yet? I think it as been sitting in someone's inbox for a while. I would like to pay this before sep 30 so it is in the correct fiscal year (yes, I know we can accrue it back, but I would prefer not to do that if possible). Could you do you grant admin magic and review this and let me know if it is ok to pay out of the arpa/covid grant money please?

I am sure you have questions. Please let me know.

Regards,

*Lamar A. Ozley
Director of Finance
City of Groves*

Mail: 3947 Lincoln Avenue, Groves, Texas 77619
Office: (409) 960-5774
Fax: (409) 963-3388
E-mail: lozlev@cigrovestx.com
Web: www.cigrovestx.com

PAID
SEP 23
FINANCE



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

CONFIDENTIALITY NOTICE: This email together with any attachments is confidential, intended only for the recipient or recipients named above and may contain information that is privileged, confidential, attorney work product or exempt from disclosure under applicable law. If you have received this email in error, or are not the named recipient(s), you are hereby notified that any use, dissemination, distribution or duplication of this email or any of its attachments is strictly prohibited. Please notify the sender immediately and delete this email and any attachments from your computer. You should not retain, copy, use or distribute this email or any attachments for any purpose, or disclose all or any part of the contents to any person.

From: Kevin Carruth <KCarruth@cigrovestx.com>
Sent: Tuesday, September 16, 2025 11:32 AM
To: Lamar Ozley <LOzley@cigrovestx.com>
Cc: Troy Foxworth <TFoxworth@cigrovestx.com>
Subject: FW: June Estimate City Groves WWTP
Importance: High

Have you seen this invoice?

Kevin Carruth, City Manager
City of Groves
3947 Lincoln Avenue
Groves, Texas 77619-4604
Ph: (409) 960-5773
Email: kcarruth@cigrovestx.com



City of Groves
TEXAS

From: jeremy soutex.net <jeremy@soutex.net>
Sent: Wednesday, July 16, 2025 5:08 PM
To: Troy Foxworth <TFoxworth@cigrovestx.com>
Cc: Kevin Carruth <KCarruth@cigrovestx.com>; gary soutex.net <gary@soutex.net>
Subject: FW: June Estimate City Groves WWTP

Troy,

Attached is an invoice for the WWTP. We have reviewed the estimate and recommend payment.

Regards,

Jeremy Mitchell, PE, RPLS
Soutex Surveyors and Engineers
3737 Doctors Drive
Port Arthur, Texas 77642
Office: (409) 983-2004

PAID
SEP 16 2025
FINANCE

Fax: (409) 983-2005
www.soutex.net

From: Mary Beth DeLord <mdelord@allco.com>
Sent: Wednesday, July 9, 2025 2:10 PM
To: gary soutex.net <gary@soutex.net>
Subject: June Estimate City Groves WWTP

Gary,

Please see the attached estimate for processing. Thank you

Mary Beth DeLord
ALLCO, LLC
409-860-4459

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

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

City of Groves

PURCHASE ORDER # 09-40579

09/08/2025

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	VARIOUS SOFTWARE SUBSCRIP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	6,853.44
0.00	VARIOUS SOFTWARE SUBSCRIP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	3,141.60
0.00	VARIOUS SOFTWARE SUBSCRIP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	309.06
0.00	VARIOUS SOFTWARE SUBSCRIP	01 -5-99-06-200	COMPUTER SYSTEM/SOFTWARE	0.00	3,529.95
	ANNUAL SOFTWARE SUBSCRIPTIONS				
	PROOF POINT (ANTI-VIRUS)				
	BACKUP SERVICE				
	FIREWALL				

PAID
SEP 26 2025
FINANCE
*** TOTAL *** 13,834.05

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY

Invoice

Bill To

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

Date 9/1/2025

Invoice # 320434

Terms Net 30

P.O. No.

Description	Qty	Rate	Serviced	Amount
ProofPoint Annual 2024 Oct 2024 - September 2025 ProofPoint Business Beginner Package + 14 Days of Emergency Inbox. Instant Replay, DLP filtering, URL Defense				
Proofpoint Oct 2024	95	3.03		287.85
Proofpoint Nov 2024	99	3.03		299.97
ProofPoint December 2024	94	3.03		284.82
ProofPoint January 2025	95	3.03		287.85
ProofPoint February 2025	95	3.03		287.85
ProofPoint March 2025	95	3.03		287.85
ProofPoint April 2025	97	3.03		293.91
ProofPoint May 2025	97	3.03		293.91
ProofPoint June 2025	98	3.03		296.94
ProofPoint July 2025	98	3.03		296.94
ProofPoint August 2025	100	3.03		303.00
ProofPoint September 2025	102	3.03		309.06

Subtotal \$3,529.95

Sales Tax (0.0%) \$0.00

Total \$3,529.95

Payments/Credits \$0.00

Balance Due \$3,529.95

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 9/1/2025

Invoice # 320433

Terms Net 30

P.O. No.

Description	Qty	Rate	Serviced	Amount
September 2024 - August 2025				
ProofPoint Quote 3009	102	3.03		309.06
ProofPoint Business				
Beginner Package + 14 Days of Emergency Inbox. Instant Replay, DLP filtering, URL Defense				

Subtotal \$309.06

Sales Tax (0.0%) \$0.00

Total \$309.06

Payments/Credits \$0.00

Balance Due \$309.06

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 9/1/2025

Invoice # 320488

Terms Net 30

P.O. No.

Description	Qty	Rate	Serviced	Amount
Quote 4160 10/01/2025 - 09/30/2026				
[City of Groves] Datto SAAS Protection (91 Users) 110 Users @ \$2.70 each \$245.70 per month MSPR: \$2.70 per user per month. 1 Year Time-based Retention •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	261.80		3,141.60

Subtotal

Sales Tax (0.0%)

Total

Payments/Credits

Balance Due

Invoice

Bill To

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

Date 9/1/2025

Invoice # 320488

Terms Net 30

P.O. No.

Description	Qty	Rate	Serviced	Amount
Included in this total are 23 emails that have been archived - if this is not needed please let me know and we will delete the archived users.				

Subtotal	\$3,141.60
----------	------------

Sales Tax (0.0%)	\$0.00
------------------	--------

Total	\$3,141.60
-------	------------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$3,141.60
-------------	------------

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 9/1/2025

Invoice # 320490

Terms Net 30

P.O. No.

Description	Qty	Rate	Serviced	Amount
Quote 3844 Annual Invoice 10/01/2025 - 09/30/2026				
Monthly Managed Threat Protection & Support S/N: S131271	12	571.12	7/13/2026	6,853.44

RECEIVED
SEP 13 2025
FINANCE

PAID
SEP 26 2025
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!

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: October 8, 2025

P.O. NUMBER: 09-40809

TO: Kevin Carruth

FROM: Chris Cropper

Purchase Recommendation

Recommended Company: Brenntag Southwest, INC

Items to be Purchased: Sodium Hydroxide 50% NSF

ITEM DESC.	QTY	UNIT COST	TOTAL COST
Sodium Hydroxide 50% (Caustic)	1	\$6,765.24	\$6,765.24
645 (DST) Dry Short Ton			\$0.00
11.1098			\$0.00
Superfund tax	1	\$8.78	\$8.78
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$6,774.02*

REASONS FOR PURCHASE:

Sodium Hydroxide (Caustic) used for PH adjustment

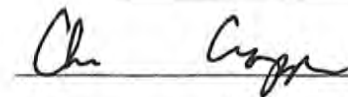
QUOTES

	COMPANY NAME	COST
1.	Brenntag 600 DST	\$ 6,774.02
2.	Univar Solutions 605 DST	\$ 6,821.62
3.	PVS DX No Response	\$
4.	Vantex No Response	\$
5.		\$

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

VENDOR NUMBER: 01-420031

Requested by:



Date: 10-8-25

Approved by:

(PW Director)



Date: 10-8-2025

Approved by:

(City Manager)

Date: _____

Date Council Approved _____

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

City of Groves

PURCHASE ORDER # 09-40628

09/11/2025

ISSUED TO: VEND #: 01-3600
 CITY OF PORT ARTHUR
 PO BOX 1089
 PORT ARTHUR, TX 77640

SHIP TO:
 City of Groves Public Works
 4925 McKinley Street
 Groves, TX 77619
 Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	LANDFILL & DISPOSAL GARBAGE AND TRASH COLLECTION 7/28/25-8/25/25	05 -5-55-05-020	0.00	18,705.00

*** TOTAL *** 18,705.00

ORDERED BY: GLEN BOUDOIN

APPROVED BY: TROY W. FOXWORTH



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

PO 09-40628
Packet # 36102

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	08/28/2025	10101	\$0.00	09/27/2025	\$18,705.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
LANDFILL MUN SER FOR THE MONTH OF AUGUST 2025 SOLID WASTE	1.00	\$18705.000000	EACH	\$18,705.00	\$0.00	\$0.00	\$18,705.00
Invoice Total:					\$18,705.00		

If you would like to pay your bill online, visit portarthurtx.gov, and look for the "Pay A Bill" button or

Type <https://www.portarthurtx.gov/186/Pay-A-Bill> and click on General Billing.

✂ 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	08/28/2025
Invoice Number	10101
Customer Number	300077
Amount Paid	
Due Date	09/27/2025
Invoice Total Due	\$18,705.00

CITY OF GROVES
3947 Lincoln Avenue
Groves, TX 77619

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

CITY OF PORT ARTHUR LANDFILL
PO Box 1089
Port Arthur, TX 77641
(409) 736-7341

INVOICE

Printed 08/27/25	
DATE	PAGE
08/25/25	1
INVOICE NUMBER	
3533	
AMOUNT DUE	AMOUNT PAID
18965.00	\$

City of Groves
Gala Brown
3947 Lincoln Ave.
Groves TX 77619

300077

Budge <260.->

ACCOUNT NO.
12

DETACH AND RETURN TOP PORTION WITH REMITTANCE

DATE	TICKET	VEHICLE	REFERENCE	DESCRIPTION	QUANTITY	AMOUNT
07/28/25	02-508080			Wastewater Sludge	20.00	260.00
07/28/25	02-508106 ✓	G48		Mixed Trash	26.00	130.00
07/28/25	02-508121 ✓	G45		MSW	24.00	120.00
07/28/25	02-508122 ✓	G42		MSW	28.00	140.00
07/28/25	02-508126 ✓	G47		Mixed Trash	30.00	150.00
07/28/25	02-508167 ✓	G59		Mixed Trash	30.00	150.00
07/28/25	02-508217 ✓	G45		MSW	24.00	120.00
07/28/25	02-508226 ✓	G48		Mixed Trash	26.00	130.00
07/28/25	02-508237 ✓	G59		Mixed Trash	30.00	150.00
07/28/25	02-508239 ✓	G42		MSW	28.00	140.00
07/29/25	02-508579 ✓	G45		MSW	24.00	120.00
07/29/25	02-508580 ✓	G47		Mixed Trash	30.00	150.00
07/29/25	02-508583 ✓	G42		MSW	28.00	140.00
07/29/25	02-508597 ✓	G59		Mixed Trash	30.00	150.00
07/29/25	02-508602 ✓	G44		MSW	31.00	155.00
07/29/25	02-508612 ✓	G45		MSW	24.00	120.00
07/29/25	02-508614 ✓	G47		Mixed Trash	30.00	150.00
07/29/25	02-508619 ✓	G48		Mixed Trash	26.00	130.00
07/30/25	02-508849 ✓	G44		MSW	31.00	155.00
07/30/25	02-508853 ✓	G45		MSW	24.00	120.00
07/30/25	02-508872 ✓	G47		Mixed Trash	30.00	150.00
07/30/25	02-508877 ✓	G59		Mixed Trash	30.00	150.00
07/30/25	02-508883 ✓	G42		MSW	28.00	140.00
07/30/25	02-508906 ✓	G45		MSW	24.00	120.00
07/30/25	02-508908 ✓	G44		MSW	31.00	155.00
07/30/25	02-508916 ✓	G47		Mixed Trash	30.00	150.00
07/30/25	02-508920 ✓	G59		Mixed Trash	30.00	150.00
07/31/25	02-509190 ✓	G48		Mixed Trash	26.00	130.00
07/31/25	02-509191 ✓	G45		MSW	24.00	120.00
07/31/25	02-509198 ✓	G59		Mixed Trash	30.00	150.00

CITY OF PORT ARTHUR LANDFILL
 PO Box 1089
 Port Arthur, TX 77641
 (409) 736-7341

INVOICE

Printed 08/27/25

DATE	PAGE
08/25/25	2
INVOICE NUMBER	
3533	
AMOUNT DUE	AMOUNT PAID
18965.00	\$

City of Groves
 Gala Brown
 3947 Lincoln Ave.
 Groves TX 77619

ACCOUNT NO.
12

DETACH AND RETURN TOP PORTION WITH REMITTANCE

DATE	TICKET	VEHICLE	REFERENCE	DESCRIPTION	QUANTITY	AMOUNT
07/31/25	02-509199 ✓	G47		Mixed Trash	30.00	150.00
07/31/25	02-509215 ✓	G44		MSW	31.00	155.00
07/31/25	02-509216 ✓	G45		MSW	24.00	120.00
08/04/25	02-509472 ✓	G45		MSW	24.00	120.00
08/04/25	02-509483 ✓	G48		Mixed Trash	26.00	130.00
08/04/25	02-509485 ✓	G44		MSW	31.00	155.00
08/04/25	02-509486 ✓	G47		Mixed Trash	30.00	150.00
08/04/25	02-509489 ✓	G59		Mixed Trash	30.00	150.00
08/04/25	02-509681 ✓	G45		MSW	24.00	120.00
08/04/25	02-509738 ✓	G44		MSW	31.00	155.00
08/04/25	02-509780 ✓	G47		Mixed Trash	30.00	150.00
08/04/25	02-509817 ✓	G59		Mixed Trash	30.00	150.00
08/05/25	02-509873 ✓	G45		MSW	24.00	120.00
08/05/25	02-509874 ✓	G48		Mixed Trash	26.00	130.00
08/05/25	02-509876 ✓	G44		MSW	31.00	155.00
08/05/25	02-509878 ✓	G47		Mixed Trash	30.00	150.00
08/05/25	02-509893 ✓	G59		Mixed Trash	30.00	150.00
08/05/25	02-509917 ✓	G47		Mixed Trash	30.00	150.00
08/05/25	02-509918 ✓	G45		MSW	24.00	120.00
08/05/25	02-509921 ✓	G44		MSW	31.00	155.00
08/06/25	02-509964 ✓	G48		Mixed Trash	26.00	130.00
08/06/25	02-509970 ✓	G44		MSW	31.00	155.00
08/06/25	02-509971 ✓	G45		MSW	24.00	120.00
08/06/25	02-509974 ✓	G59		Mixed Trash	30.00	150.00
08/06/25	02-509975 ✓	G47		Mixed Trash	30.00	150.00
08/06/25	02-510007 ✓	G45		MSW	24.00	120.00
08/06/25	02-510011 ✓	G44		MSW	31.00	155.00
08/06/25	02-510017 ✓	G48		Mixed Trash	26.00	130.00
08/07/25	02-510074 ✓	G44		MSW	31.00	155.00
08/07/25	02-510076 ✓	G45		MSW	24.00	120.00

CITY OF PORT ARTHUR LANDFILL
 PO Box 1089
 Port Arthur, TX 77641
 (409) 736-7341

INVOICE

Printed 08/27/25	
DATE	PAGE
08/25/25	3
INVOICE NUMBER	
3533	
AMOUNT DUE	AMOUNT PAID
18965.00	\$

City of Groves
 Gala Brown
 3947 Lincoln Ave.
 Groves TX 77619

ACCOUNT NO.
12

DETACH AND RETURN TOP PORTION WITH REMITTANCE

DATE	TICKET	VEHICLE	REFERENCE	DESCRIPTION	QUANTITY	AMOUNT
08/07/25	02-510081 ✓	G48		Mixed Trash	26.00	130.00
08/07/25	02-510092 ✓	G47		Mixed Trash	30.00	150.00
08/07/25	02-510095 ✓	G59		Mixed Trash	30.00	150.00
08/07/25	02-510124 ✓	G45		MSW	24.00	120.00
08/07/25	02-510125 ✓	G44		MSW	31.00	155.00
08/11/25	02-510617 ✓	G47		Mixed Trash	30.00	150.00
08/11/25	02-510618 ✓	G45		MSW	24.00	120.00
08/11/25	02-510626 ✓	G44		MSW	31.00	155.00
08/11/25	02-510627 ✓	G48		Mixed Trash	26.00	130.00
08/11/25	02-510655 ✓	G45		MSW	24.00	120.00
08/11/25	02-510667 ✓	G47		Mixed Trash	30.00	150.00
08/11/25	02-510671 ✓	G44		MSW	31.00	155.00
08/11/25	02-510687 ✓	G48		Mixed Trash	26.00	130.00
08/12/25	02-510743 ✓	G45		MSW	24.00	120.00
08/12/25	02-510744 ✓	G48		Mixed Trash	26.00	130.00
08/12/25	02-510759 ✓	G59		Mixed Trash	30.00	150.00
08/12/25	02-510790 ✓	G45		MSW	24.00	120.00
08/12/25	02-510810 ✓	G47		Mixed Trash	30.00	150.00
08/12/25	02-510815 ✓	G44		MSW	31.00	155.00
08/13/25	02-510939 ✓	G44		MSW	31.00	155.00
08/13/25	02-510946 ✓	G59		Mixed Trash	30.00	150.00
08/13/25	02-510955 ✓	G45		MSW	32.00	160.00
08/13/25	02-510956 ✓	G48		Mixed Trash	26.00	130.00
08/13/25	02-511024 ✓	G45		MSW	32.00	160.00
08/13/25	02-511027 ✓	G44		MSW	31.00	155.00
08/13/25	02-511037 ✓	G48		Mixed Trash	26.00	130.00
08/13/25	02-511042 ✓	G59		Mixed Trash	30.00	150.00
08/14/25	02-511128 ✓	G48		Mixed Trash	26.00	130.00
08/14/25	02-511135 ✓	G59		Mixed Trash	30.00	150.00
08/14/25	02-511148 ✓	G47		Mixed Trash	30.00	150.00

CITY OF PORT ARTHUR LANDFILL
 PO Box 1089
 Port Arthur, TX 77641
 (409) 736-7341

INVOICE

Printed 08/27/25

DATE	PAGE
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INVOICE NUMBER	
3533	

AMOUNT DUE	AMOUNT PAID
18965.00	\$

City of Groves
 Gala Brown
 3947 Lincoln Ave.
 Groves TX 77619

ACCOUNT NO.
12

DETACH AND RETURN TOP PORTION WITH REMITTANCE

DATE	TICKET	VEHICLE	REFERENCE	DESCRIPTION	QUANTITY	AMOUNT
08/14/25	02-511150 ✓	G45		MSW	32.00	160.00
08/14/25	02-511152 ✓	G44		MSW	31.00	155.00
08/18/25	02-511771 ✓	G59		Mixed Trash	30.00	150.00
08/18/25	02-511776 ✓	G47		Mixed Trash	30.00	150.00
08/18/25	02-511781 ✓	G44		MSW	31.00	155.00
08/18/25	02-511787 ✓	G45		MSW	32.00	160.00
08/18/25	02-511803 ✓	G48		Mixed Trash	26.00	130.00
08/18/25	02-511831 ✓	G59		Mixed Trash	30.00	150.00
08/18/25	02-511835 ✓	G45		MSW	32.00	160.00
08/18/25	02-511848 ✓	G44		MSW	31.00	155.00
08/19/25	02-512000 ✓	G42		MSW	28.00	140.00
08/19/25	02-512044 ✓	G45		MSW	32.00	160.00
08/19/25	02-512057 ✓	G44		MSW	31.00	155.00
08/19/25	02-512060 ✓	G59		Mixed Trash	30.00	150.00
08/19/25	02-512076 ✓	G42		MSW	28.00	140.00
08/19/25	02-512077 ✓	G47		Mixed Trash	30.00	150.00
08/19/25	02-512083 ✓	G45		MSW	32.00	160.00
08/19/25	02-512139 ✓	G59		Mixed Trash	30.00	150.00
08/20/25	02-512317 ✓	G47		Mixed Trash	30.00	150.00
08/20/25	02-512323 ✓	G59		Mixed Trash	30.00	150.00
08/20/25	02-512324 ✓	G44		MSW	31.00	155.00
08/20/25	02-512326 ✓	G45		MSW	32.00	160.00
08/20/25	02-512366 ✓	G47		Mixed Trash	30.00	150.00
08/20/25	02-512379 ✓	G59		Mixed Trash	30.00	150.00
08/20/25	02-512388 ✓	G45		MSW	32.00	160.00
08/20/25	02-512393 ✓	G42		MSW	28.00	140.00
08/21/25	02-512582 ✓	G42		MSW	28.00	140.00
08/21/25	02-512587 ✓	G48		Mixed Trash	26.00	130.00
08/21/25	02-512590 ✓	G45		MSW	32.00	160.00
08/21/25	02-512591 ✓	G47		Mixed Trash	30.00	150.00

CITY OF PORT ARTHUR LANDFILL
 PO Box 1089
 Port Arthur, TX 77641
 (409) 736-7341

INVOICE

Printed 08/27/25	
DATE	PAGE
08/25/25	5
INVOICE NUMBER	

3533	
AMOUNT DUE	AMOUNT PAID
18965.00	\$

City of Groves
 Gala Brown
 3947 Lincoln Ave.
 Groves TX 77619

ACCOUNT NO.
12

DETACH AND RETURN TOP PORTION WITH REMITTANCE

DATE	TICKET	VEHICLE	REFERENCE	DESCRIPTION	QUANTITY	AMOUNT
08/21/25	02-512597 ✓	G59		Mixed Trash	30.00	150.00
08/21/25	02-512671 ✓	G42		MSW	28.00	140.00
08/21/25	02-512701 ✓	G45		MSW	32.00	160.00
08/25/25	02-513075 ✓	G42		MSW	28.00	140.00
08/25/25	02-513080 ✓	G59		Mixed Trash	30.00	150.00
08/25/25	02-513091 ✓	G47		Mixed Trash	30.00	150.00
08/25/25	02-513092 ✓	G45		MSW	32.00	160.00
08/25/25	02-513133 ✓	G45		MSW	32.00	160.00
08/25/25	02-513145 ✓	G59		Mixed Trash	30.00	150.00
08/25/25	02-513148 ✓	G47		Mixed Trash	30.00	150.00
08/25/25	02-513241 ✓	G44		MSW	31.00	155.00
	Net weight	0.00				
				Invoice amount excluding tax/fees		18965.00
				Total tax/fees in invoice		0.00
				Invoice total		18965.00

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: September 29, 2025

P.O. NUMBER: 09-40734

TO: Kevin Carruth

FROM: Chris Cropper

Purchase Recommendation

Recommended Company: Hach Company

Items to be Purchased: Hach annual service partnership

ITEM DESC.	QTY	UNIT COST	TOTAL COST
Benchplus - DR3900	1	\$1,142.00	\$1,142.00
TU5200 (1) Visit	1	\$768.00	\$768.00
TU5300 (1) Visit	6	\$762.00	\$4,572.00
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!</i>			\$6,482.00*

REASONS FOR PURCHASE:

1 Year service, parts, labor and travel time

QUOTES

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

CHARGE NUMBER: 11-5-63-06-270 VENDOR NUMBER: 8198

Requested by: Chris Cropper Date: 9-29-25

Approved by: [Signature] Date: 9-30-2025
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: October 7, 2025

P.O. NUMBER: 09-39417

TO: Kevin Carruth

FROM: Chris Cropper

Purchase Recommendation

Recommended Company: Hach Company			
Items to be Purchased: SL1000 Portable Parallel Analyzer			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
SL1000	1	\$7,512.00	\$7,512.00
Shipping	1	\$100.00	\$100.00
			\$0.00
			\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$7,612.00*

REASONS FOR PURCHASE:

PORTABLE ANALYZER TO TEST TOTAL AND FREE CHLORINE, MONO CHLORAMINE, FREE AMMONIA, PH, NITRITE AND NITRATE IN THE FIELD. NEW TECHNOLOGY REPLACES POCKET COLORIMETER FOR MORE TESTING CAPABILITIES WITH BETTER ACCURACY. MORE ACCURATE TESTING RESULTS TO STAY IN COMPLIANCE WITH TCEQ.

QUOTES

COMPANY NAME		COST
1.	SOLE SOURCE	\$ 7,393.00
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-09-880 VENDOR NUMBER: 8198

Requested by: Ch Cropper Date: 10-7-2025

Approved by: [Signature] Date: 10-8-2025
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

C:\Users\GRVWTP\Desktop\SL1000 Council Approval.doc

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: September 11, 2025

P.O. NUMBER: 09-40627

TO: KEVIN CARRUTH

FROM: EDDIE CATHEY

Purchase Recommendation

Recommended Company: HEIL OF TEXAS

Items to be Purchased: DUMP ARM ASY

ITEM DESC.	QTY	UNIT COST	TOTAL COST
372-5411 DUMP ARM ASY KIT	1	\$7,001.80	\$7,001.80
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
			\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!</i>			\$7,001.80*

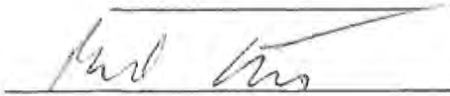
REASONS FOR PURCHASE:

ARM FELL OFF #42 GARBAGE TRUCK AND BEARING HOUSING WORN OUT

QUOTES

COMPANY NAME		COST
1.	SOLE VENDER	\$ 0.00
2.		\$ 0.00
3.		\$ 0.00
4.		\$ 0.00
5.		\$

CHARGE NUMBER: 05-5-55-03-050 VENDOR NUMBER: 330219

Requested by:  Date: 10/17/25

Approved by: _____ Date: _____
(PW Director)

Approved by: _____ Date: _____
(City Manager)

Date Council Approved _____

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

09-40627

33 0219

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	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER
11 SEP 25		11 SEP 25		Q59197

ESTIMATE

S
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ACCT. NO.
CITY OF GROVES
PO BOX 846
GROVES, TX 77619-0846

S
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IBS ACCT. # (099)040-3527 PAGE 1 OF 1
CITY OF GROVES
PO BOX 846
GROVES, TX 77619-0846

SHIP VIA			SLSM.	B/L NO.	TERMS	F.O.B. POINT	
			OP		CHARGE NON TAXABLE	HOUSTON, TX	
ORD	QUANTITY	BIN	PART NUMBER	DESCRIPTION		NET	AMOUNT
1	1	0	PR2	372-5411 DUMP ARM ASSY FIELD KIT PYTH		7001.80	7,001.80
			PARTS	PARTS SURCHARGE 0.00			
			\\\\\\\\ PARTS / SERVICE E-S-T-I-M-A-T-E ONLY \\\\\\\				
**** TARIFFS MAY APPLY THAT HAVE NOT BEEN QUOTED/KNOWN AT THIS TIME ****							*****
WARRANTY PARTS MUST BE RETURNED WITHIN 14 CALENDAR DAYS TO BE ELIGIBLE FOR WARRANTY CONSIDERATION. CORES DUE WITHIN 15 DAYS.							
THANK YOU FOR YOUR BUSINESS				PARTS			7,001.80
BUSINESS HOURS: 7:00-5:00 MON-FRI				FEES			0.00
QUOTES VALID FOR 30 DAYS!!!				FREIGHT			0.00
				SALES TAX			0.00
13:26 11 SEP 25				CUSTOMER'S SIGNATURE			
X				TOTAL			\$7,001.80

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.

PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40627

09/11/2025

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	372-5411 DUMP ARM ASY DUMP ARM ASY KIT #Q59197 \$7001.80	05 -5-55-03-050	SOLID WASTE TRUCKS 7,001.80	7,001.80

*** TOTAL *** 7,001.80

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH

PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40627

09/11/2025

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	372-5411 DUMP ARM ASY DUMP ARM ASY KIT #Q59197 \$7001.80	05 -5-55-03-050	SOLID WASTE TRUCKS	7,001.80	7,001.80

*** TOTAL *** 7,001.80

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 # 09-40545

09/04/2025

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 RAW WATER PURCHASED FOR AUGUST 2025	11 -5-63-02-110	27,600.00	27,600.00

PAID
SEP 26 2025
FINANCE

BRIDGE
SEP 26 2025
10/26/25

*** TOTAL *** 27,600.00

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH

CUSTOMER BILL



Customer # Bill # 14098
 Bill Date 8/31/2025 PO #

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

P.O. 09-40545

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

Billing Summary

Account Balance		Bill Summary			
Previous Account Balance	\$0.00	August Billing Period	8/1/2025 To 8/31/2025		
New Charges/Penalties	\$27,600.00	Billed Usage	79,999.99 KGal	Contracted Gallons	80,000,000
Account Balance	\$27,600.00				
Due Date	9/30/2025				

Billing Details

Description	Billed Qty	Rate	Amount
Contract Rate	79,999.99 KGal	0.3450	\$27,600.00
Total	79,999.99 KGal		\$27,600.00

Meter Details

Location	Previous Read	Current Read	Actual Usage
City of Groves	93.9230	167.9160	73,993,000.0000 Gal
		Total	73,993,000.0000 Gal

PAID
 SEP 26 2025
 FINANCE

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

City of Groves

PURCHASE ORDER # 09-40768

10/03/2025

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 RAW WATER PURCHASED FOR SEPTEMBER 2025	11 -5-63-02-110 WATER PURCHASED-LNVA	25,875.00	25,875.00

*** TOTAL *** 25,875.00

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH

CUSTOMER BILL



Customer # Bill # 14234
 Bill Date 9/30/2025 PO #

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

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

P.O. 09-410768

Billing Summary

Account Balance		Bill Summary			
Previous Account Balance	\$0.00	September Billing Period	9/1/2025 To 9/30/2025		
New Charges/Penalties	\$25,875.00	Billed Usage	74,999.970 KGal	Contracted Gallons	75,000,000
Account Balance	\$25,875.00				
Due Date	10/31/2025				

Billing Details

Description	Billed Qty	Rate	Amount
Contract Rate	74,999.97 KGal	0.3450	\$25,875.00
Total	74,999.97 KGal		\$25,875.00

Meter Details

Location	Previous Read	Current Read	Actual Usage
City of Groves	167.9160	239.5510	71,635,000.0000 Gal
		Total	71,635,000.0000 Gal

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

City of Groves

PURCHASE ORDER # 09-40690

09/22/2025

ISSUED TO: VEND #: 01-11750
 LOWE'S HOME CENTERS INC
 P.O. BOX 669821

 DALLAS, TX 75266-0775

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	BATTERIES BATTERY FOR DOORS TO ALARM	01 -5-25-02-010	6.16	6.16

RECEIVED
SEP 24 2024
FINANCE

*** TOTAL *** 6.16

ORDERED BY: SADIE LUPO

APPROVED BY: KEVIN CARRUTH



LEARN MORE AT [LOWES.COM/MYLOWESREWARDS](https://www.lowes.com/mylowesrewards)

LOWE'S HOME CENTERS, LLC
8383 MEMORIAL BLVD
PORT ARTHUR, TX 77640 (409) 729-8851

- SALE -

SALES#: S1151ST1 3879585 TRANS#: 164760538 07-14-25

744185 ENERGIZER CR2450 BATTERY	6.16
6.48 DISCOUNT EACH	-0.32

SUBTOTAL:	6.16
TOTAL TAX:	0.00
INVOICE 84064 TOTAL:	6.16
LAR:	6.16

TOTAL SAVINGS THIS TRIP: \$0.32

LAR: XXXXXXXXXXXX0198 AMOUNT: 6.16 AUTHCD: 000220

KEYED REF ID: 840640 07/14/25 13:07:57

LAR PD: Act building

ACCOUNT NAME: CITY OF GROVES

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

City of Groves

PURCHASE ORDER # 09-40677

09/19/2025

ISSUED TO: VENDOR #: 01-11750
LOWE'S HOME CENTERS INC
P.O. BOX 669821
DALLAS, TX 75266-0775

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	SUPPLIES/TOOLS	11 -5-63-03-080	WATER PLANTS	624.13	624.13
1.00	SUPPLIES/TOOLS	11 -5-63-03-080	WATER PLANTS	659.84	659.84
	24" FAN				
	1/2 DRIVE CORDLESS IMPACT WRENCH \$ BATTERY				
	HYDRAULIC FLOOR JACK & JACK STANDS				
	CORDLESS ANGEL GRINDER & BATTERY				
	WINDOW UNIT FOR ACC BUILDING				
	50 FT WIRE FOR LIGHTS IN MORGAN BUILDING				
	WIRE CONNECTORS				
	CONDUIT FITTINGS				
	IMPACT DRIVER BIT SET				
	ELECTRICAL BOX COVER				
	PLENUM BOX				
	WIRE STRIPPER				
	PRECISION SCREWDRIVER SET				
	HEX KEY SET				
	GRINDING WHEEL				

RECEIVED
SEP 27 2019
FINANCE

*** TOTAL *** 1,283.97

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH



LEARN MORE AT LOWES.COM/WHYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
8383 MEMORIAL BLVD
PORT ARTHUR, TX 77640 (409) 729-8851

P.O. 09-40677

- SALE -

SALES#: 311511YF 4941757 TRANS#: 508684103 07/25/25

416730 UTILITECH 24-IN DRUM FAN	146.30
154.00 DISCOUNT EACH	-1.70
630061 DW 20V MAX XR 5AH LI-ION	103.20
169.00 DISCOUNT EACH	-65.80
3029599 DW 20V 1/2-IN IMPCT WRENC	161.85
279.00 DISCOUNT EACH	-117.15
2128310 CW 3 TON JACK STAND	42.79
44.98 DISCOUNT EACH	-2.25
6288190 DW 3T LOW PROFILE JACK(-1	170.05
179.00 DISCOUNT EACH	-8.95

SUBTOTAL:	624.13
TOTAL TAX:	0.00
INVOICE 95812 TOTAL:	624.13
LAR:	624.13

TOTAL SAVINGS THIS TRIP: \$201.85

LAR: XXXXXXXXXXXX0198 AMOUNT: 624.13 AUTHCD: 000849
KEYED REFID: 958120 07/25/25 10:54:29
LAR PD: water plant
ACCOUNT NAME: CITY OF GROVES
AUTH BUYER: HOBLEY MICHAEL

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION
DATE FOR STOCK MERCHANDISE AND NO LATER THAN 90 DAYS
FROM TRANSACTION DATE FOR SDS OR DIRECT DELIVERY
MERCHANDISE.

STORE: 1151 TERMINAL: 01 07/25/25 10:54:47

OF ITEMS PURCHASED: 5

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.

SEE FULL DETAILS ON OUR RETURN POLICY. VISIT



LEARN MORE AT LOWES.COM/MYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
8383 MEMORIAL BLVD
PORT ARTHUR, TX 77640 (409) 729-0851

- SALE -

SALES#: S1151E12 2581571 TRANS#: 42513519 08-06-25

5971213 DW XR 4-1/2-IN GRIND (-26	161.85
279.00 DISCOUNT EACH	-117.15
5632082 GE 5000 BTU VAC AWFS05BWL	151.05
159.00 DISCOUNT EACH	-7.95
69867 12/2 MC W/B AL CLAD 50-FT	70.30
74.00 DISCOUNT EACH	-3.70
40615 ID WIRETWIST RED 25PK BAG	3.69
3.88 DISCOUNT EACH	-0.19
40630 ID WIRETWIST YLV 25PK BAG	3.69
3.88 DISCOUNT EACH	-0.19
45112 SIGMA 3/8-IN NM CLAMP COH	2.22
0.78 DISCOUNT EACH	-0.04
3 @	0.74
75650 SIGMA 1/2-IN ENT THL STRA	5.02
5.28 DISCOUNT EACH	-0.26
5095086 WITHA 40-PC DRIVE BIT SET	28.48
29.98 DISCOUNT EACH	-1.50
55761 4-IN SQUARE COVER FLAT BL	1.22
1.28 DISCOUNT EACH	-0.06
658108 2-1/8-IN DEEP PLENUM BOX	5.30
5.58 DISCOUNT EACH	-0.28
630061 DW 20V MAX XR 5AH LI-ION	103.20
169.00 DISCOUNT EACH	-65.80
5349119 KT-PLIERS WIRE STRPR 20-3	20.88
21.98 DISCOUNT EACH	-1.10
5366413 KT ALL-IN-1 PRECISION SCR	28.48
29.98 DISCOUNT EACH	-1.50
5022743 CH 10-PC HEX KEY SET MM	12.33
12.98 DISCOUNT EACH	-0.65
5022742 CH 10-PC HEX KEY SET SAE	12.33
12.98 DISCOUNT EACH	-0.65

Total - \$659.84

PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40592

09/09/2025

ISSUED TO: VEND #: 01-11750
 LOWE'S HOME CENTERS INC
 P.O. BOX 669821
 DALLAS, TX 75266-0775

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	OFFICE/LAB MINI SPLIT	11 -5-64-09-860	BUILDING MAINT & REPAIRS	3,580.55
2.00	LIFTSTATION/POLY ROOM	11 -5-64-09-860	BUILDING MAINT & REPAIRS	551.67
	MINI SPLIT AC FOR LIFT STATIONS, OFFICE/LAB AND POLYMER ROOM.			

REC-
 544
 FINANCE

*** TOTAL *** 4,683.89

ORDERED BY: COBY DOCUET

APPROVED BY: TROY W. FOXWORTH

PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: September 9, 2025

P.O. NUMBER: 09-40592

TO: Kevin Carruth

FROM: Coby Doucet

Purchase Recommendation

Recommended Company: Lowes (36076)

Items to be Purchased: MINI SPLIT AC FOR LIFT STATIONS, OFFICE/LAB AND POLYMER ROOM.

CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-09-860	LIFTSTATION/POLY ROOM MINI SPLIT	2	\$551.67	\$1,103.34
	OFFICE/LAB MINI SPLIT	1	\$3,580.55	\$3,580.55
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				0
	* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$4,683.89

REASONS FOR PURCHASE:

MINI SPLIT ARE MORE EFFICIENT THAN WINDOW UNITS.

QUOTES

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

PICK UP INFORMATION

TO OBTAIN STOCK MERCHANDISE DESIGNATED AS
[PICK UP LATER] ON THIS RECEIPT, YOU MUST
COME TO THE CUSTOMER SERVICE DESK.

- SALE -

SALES#: S1151KBY 4941757 TRANS#: 305645642 09-09-25

6633409 DIY36KMINISPLIT5THQEN-112 3580.55
3769.00 DISCOUNT EACH -188.45
[PICK UP LATER - LOWES # 1151 on 09/16/2025]
6280869 SPLIT AIR CONDITIONER 1103.34
580.71 DISCOUNT EACH -29.04
2 @ 551.67
[PICK UP LATER - LOWES # 1151 on 09/16/2025]

ORDER#: 201151250251170058

SUBTOTAL: 4683.89
TOTAL TAX: 0.00
INVOICE 91306 TOTAL: 4683.89
LAR: 4683.89

=====

TOTAL SAVINGS THIS TRIP: \$246.53

=====

******* MY LOWE'S PRO REWARDS *******

EST. POINTS EARNED: 9367*
* Points are awarded on eligible purchases
for orders that have been settled and fulfilled

LAR: XXXXXXXXXXXX0198 AMOUNT: 4683.89 AUTHCD: 000955
KEYED REFID:913060 09/09/25 10:09:26
LAR PO: coby wutp
ACCOUNT NAME: CITY OF GROVES
AUTH BUYER: DOUCET COBY

ACCOUNT WILL BE BILLED UPON MERCHANDISE TRANSACTION
DATE FOR STOCK MERCHANDISE AND NO LATER THAN 90 DAYS
FROM TRANSACTION DATE FOR SOS OR DIRECT DELIVERY
MERCHANDISE.

STORE: 1151 TERMINAL: 25 09/09/25 10:09:33

OF ITEMS PURCHASED: 3
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
FOR FULL DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
AT OUR CUSTOMER SERVICE DESK

MY LOWE'S REWARDS CREDIT CARDHOLDERS GET MORE.
FOR DETAILS VISIT LOWES.COM/MYLOWESREWARDS

* **SHARE YOUR FEEDBACK!** *
* **ENTER FOR A CHANCE TO BE** *
* **ONE OF FIVE \$500 WINNERS DRAWN MONTHLY!** *

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: October 1, 2025

P.O. NUMBER: 09-40742

TO: Kevin Carruth

FROM: Chris Cropper

Purchase Recommendation

Recommended Company: Moody Bros., Inc.			
Items to be Purchased: Chlorine parts and labor/Annual PM			
ITEM DESC.	QTY	UNIT COST	TOTAL COST
Parts, labor and travel	1	\$5,892.00	\$5,892.00
			\$0.00
			\$0.00
			\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!			\$5,892.00*

REASONS FOR PURCHASE:

Annual preventative maintenance. Required for EPA compliance.

QUOTES

COMPANY NAME		COST
1.	Sole source	\$
2.		\$
3.		\$
4.		\$
5.		\$

CHARGE NUMBER: 11-5-63-06-270

VENDOR NUMBER: 330433

Requested by: Ch Cropper

Date: 10-1-25

Approved by: BZ

(PW Director)

Date: 10-1-2025

Approved by: _____

(City Manager)

Date: _____

Date Council Approved _____

City of Groves

09 / 29 / 2025

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

Oct 1, 2025

156

MOODY BROS. INC.
 9909 Tanner Rd. Bldg. E
 HOUSTON, TEXAS 77041
 Phone: 713-462-8544

DATE	NUMBER	PAGE
9/26/25	0029626	1

Sold To:

GROVES; CITY OF
 P.O. BOX 846
 gggreen@cigrovestx.com
 GROVES, TX 77619

Ship To:

GROVES; CITY OF
 WWTP
 1222 Taft Ave.
 Port Arthur, TX 77642

ATTN:

COBY DOUCET

ORDER NO.	ORDER DATE	CUSTOMER NO.	PO	SHIP VIA	DATE SHIPPED	TERMS
0028092	12/3/24		09-38354	MBI	7/31/25	Net 30
ORDERED	SHIPPED	B/O	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
				W111249 (ST/FBS) SERVICE: NEW SO2 AUTOMATIC FEEDERS SITE: WWTP		
1.00	1.00	0.00	/FBS22	FIELD/SHOP SERVICE 22		
62.00	62.00	0.00	/LABOR	Labor		
325.00	325.00	0.00	/MILE	Mileage		
4.00	4.00	0.00	/EXP	Expenses Service		
1.00	1.00	0.00	WTV10KXXXXXX	V10K FEEDER; NONSTK		
			Serial Number: CM10374544-1		1.00	
1.00	1.00	0.00	WTV10KXXXXXX	V10K FEEDER; NONSTK		
			Serial Number: CM10374543-1		1.00	
1.00	1.00	0.00	WTU25765	Inj. 2" Adj Throat Large		
1.00	1.00	0.00	MISC-LOT	Installation Materials		
1.00	1.00	0.00	MISC-LOT	Installation Materials		
1.00	1.00	0.00	MISC-LOT	Installation Materials		
1.00	1.00	0.00	AGM-PTA4000-5	AGM Dual Isolator Assembly		
			Serial Number: 9957L-001-001		1.00	
50.00	50.00	0.00	WTRP684503A	Tubing, 5/8in White Poly @ Ft		

All past due accounts are subject to a charge of 1 1/2% per month.

All returns subject to restocking charge.

No returns without return authorization.

Damaged or disputed goods must be reported within 10 days.

No returns after 30 days from shipment.

GOODS &
 MATERIALS
 LABOR & MISC
 SALES TAX
 S & H
 TOTAL

36,500.00

157

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

City of Groves

PURCHASE ORDER # 09-40672

09/18/2025

ISSUED TO: VEND #: 01-23777
 NEWGEN STRATEGIES & SOLUTIONS
 275 W CAMPBELL ROAD
 SUITE 440
 RICHARDSON, TX 75080

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	NEWGEN INVOICE #2 NEWGEN INVOICE #2 FOR RATE STUDY UPDATE	11 -5-66-06-270	CONTRACT SERVICES	0.00 9,500.00

PAID
 OCT 07 2025
 11

11-5-66-06-270
 9,500.00

*** TOTAL *** 9,500.00

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY



275 W Campbell Rd, Suite 440
Richardson, TX 75080
972-680-2000
www.newgenstrategies.net

City of Groves
3947 Lincoln Avenue
Groves, TX 77619

Invoice

Invoice number: 22220
Invoice Date: 09/16/2025
Billing Through: 09/15/2025
Project Manager: Matthew Garrett

Project: GROVES 2025 WATER & WASTEWATER RATE UPDATE

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed
Professional Services	\$19,000.00	100.00%	\$9,500.00	\$9,500.00
Total	\$19,000.00	100.00%	\$9,500.00	\$9,500.00

Invoice total \$9,500.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22220	09/16/2025	9,500.00	9,500.00				
	Total	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00

OCT 10 2025

PURCHASING DOCUMENT FOR QUOTES ONLY

City of Groves, Dept. of Public Works and Engineering

DATE: September 22, 2025

P.O. NUMBER: 09-40679

TO: Kevin Carruth

FROM: Chris Cropper

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 <u>before</u> ordering!</i>			\$6,861.60*

REASONS FOR PURCHASE:

Chlorine used for disinfection

QUOTES

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

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

VENDOR NUMBER: 23739

Requested by: 

Date: 9-22-25

Approved by: 
(PIV Director)

Date: 9-23-2025

Approved by: _____
(City Manager)

Date: _____

Date Council Approved _____

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

City of Groves

PURCHASE ORDER # 09-40679

09/22/2025

ISSUED TO: VEND #: 01-23739
PVS DX INC.
P.O. BOX 674938
DALLAS, TX 75267-4938

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	CHLORINE CHLORINE USED FOR DISENFECTION.	11 -5-63-02-120	6,861.60	6,861.60

*** TOTAL *** 6,861.60

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH

CUSTOMER

REMIT TO	PVS DX, INC PO BOX 674938 DALLAS, TX 75267-4938		DIRECT INQUIRIES TO: PVS DX, INC 1919 JACINTOPORT BLVD. HOUSTON, TX 77015 281-457-4848		INVOICE NUMBER MUST APPEAR ON YOUR REMITTANCE
					Invoice No. 057017730-25
Customer No.	Date ordered 9/22/2025	Salesperson Cobarrubias, Alex	Bill of Lading No. 7005-25-024013-1	Invoice and Ship Date 9/25/2025	
Ordered By CHRIS @ 409-960-5718/261-5008		Customer P.O. No. 09-40679	Terms Net 30	Ship To 05066406	
S O L D T O	CITY OF GROVES 3947 LINCOLN AVENUE GROVES, TX 77619		S H I P T O	CITY OF GROVES-WP 5020 WILSON NEW WATER PLANT GROVES, TX 77612	
F.O.B. TERMS FOB DESTINATION		TERMS OF DELIVERY PREPAID & ABSORBED		CARRIER OUR TRUCK	
Qty shipped	Description	Quantity	Units	Unit Price	Amount
4	CHLORINE, 2000# CONT SUPERFUND EXCISE TAX	8,000	lb	0.8550	6,840.00 21.60
				FUEL SURCHARGE	0.00
				FREIGHT	0.00
				TAX	0.00
				SUBTOTAL	6,861.60
Returnable Container Deposit Charges Less Deposit Charges on Containers Returned 4 CHLORINE, 2000# EMPTY CONT					0.00
Where allowable by law, credit card payments will be subject to 3.00% surcharge resulting in a new invoice total of \$7,067.45 PLEASE PAY THIS AMOUNT PLEASE INCLUDE INVOICE NUMBER ON CHECK					\$6,861.60

PLEASE SHIP EMPTY RETURNABLE CONTAINERS PROMPTLY - NO MERCHANDISE RETURNABLE WITHOUT WRITTEN CONSENT

PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: September 23, 2025
TO: Kevin Carruth

P.O. NUMBER: 09-40697
FROM: Coby Doucet

Purchase Recommendation

Recommended Company: PVS DX,INC(36179)

Items to be Purchased: CL2 AND SO2

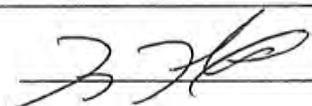
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-02-140	CL2	4	\$1,710.00	\$6,840.00
11-5-64-02-140	SO2	3	\$1,550.00	\$4,650.00
11-5-64-02-140	SUPER FUND TAX	1	\$21.60	\$21.60
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
* Note: Purchases greater than \$5000.00 Require Council approval <u>before</u> ordering!				\$11,511.60

REASONS FOR PURCHASE:

CL2 AND SO2 FOR DISINFECTION AND DECHLORINATION OF TREATED WASTEWATER.

QUOTES

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

Approved by: 
(PW Director)

Date: 9-23-2025

Approved by: _____
(City Manager)

Date: _____

Date Council Approved _____

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

City of Groves

PURCHASE ORDER # 09-40631

09/11/2025

ISSUED TO: VEND #: 01-440110
 REPUBLIC SERVICES INC
 P.O. BOX 677156
 DALLAS, TX 75267-7156

SHIP TO:
 City of Groves Public Works
 4925 McKinley Street
 Groves, TX 77619
 Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	CONTAINER SERVICES AUGUST CONTAINER SERVICES	05 -5-55-05-050	0.00	10,340.45

*** TOTAL *** 10,340.45

ORDERED BY: GLEN BOUDOIN

APPROVED BY: TROY W. FOXWORTH



6425 Highway 347
Beaumont TX 77705

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

Important Information

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.

Account Number

Invoice Number

0862-001271137

Invoice Date

August 26, 2025

Payments/Adjustments

-\$9,671.83

Current Invoice Charges

\$10,340.45

Total Amount Due
\$10,340.45

Payment Due Date
September 15, 2025

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 08/07	82686	-\$9,671.83

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Act Once Hair Studio 3710 Lincoln Ave				
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				
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				
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				
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				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				

Past Due	30 Days	60 Days	90+ Days
	\$9,853.11	\$0.00	\$0.00



6425 Highway 347
Beaumont TX 77705

Please Return This
Portion With Payment

Total Enclosed

Return Service Requested

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

Total Amount Due	\$10,340.45
Payment Due Date	September 15, 2025
Account Number	
Invoice Number	0862-001271137

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	



REPUBLIC
SERVICES

6425 Highway 347
Beaumont TX 77705

Page 3 of 9

Account Number
Invoice Number
Invoice Date

0862-001271137
August 26, 2025

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
Dabel Family Dentistry 4048 Lincoln Ave				
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				
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				
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
Unlock/Lock Fee 08/01-08/31		1.0000	\$7.50	\$7.50
Dumesnil Maria H 3848 Main Ave				
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				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 6 Lifts Per Week				
Waste/Recycling Overage 08/22		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31		2.0000	\$343.00	\$686.00
Groves Red Apple 6286 32nd St				
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
Groves Vet Clinic 5998 39th St				
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
Gtfcu 5211 E Parkway St				
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				
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
Unlock/Lock Fee 08/01-08/31		1.0000	\$7.50	\$7.50



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

Page 4 of 9

0862-0012 / 113/
August 26, 2025

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Hendons Car Wash 08 3740 Main Ave 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
Jeffco Plumbing 2731 Main Ave 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 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 Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 6 Cu Yd, 2 Lifts Per Week Pickup Service 08/01-08/31 Unlock/Lock Fee 08/01-08/31			\$171.71 \$7.50	\$171.71 \$7.50
Lopez Ramon C 5649 Gulfway Dr 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 Groves, TX Contract: 9486201 Groves Commercial (C2) 1 Waste Container 4 Cu Yd, 1 Lift Per Week Pickup Service 08/01-08/31 Unlock/Lock Fee 08/01-08/31		1.0000	\$85.84 \$7.50	\$85.84 \$7.50
Pham Nga Ngoc 2200 Main Ave 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 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
Realty Homestead 6255 Warren St 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
Frank Nessour 2807 Main Ave 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
Roussell Clement, Mdpa 6265 39th St Groves, TX Contract: 9486201 Groves Commercial (C2)				



6425 Highway 347
Beaumont TX 77705

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Account Number
Invoice Number
Invoice Date

0862-001271137
August 26, 2025

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
Tammie Pitre 3900 Pure Atlantic Rd				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 07/30		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$42.93	\$42.93
Seitz Emily 3522 Twin City Hwy				
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				
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				
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				
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				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Tb Miscellaneous 08/26		1.0000		\$350.00
Dumpster Repair - Fire Damage				
Pickup Service 08/01-08/31			\$85.84	\$85.84
Traingle Pawn #4 3400 Twin City Hwy				
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 National Little League 5105 Grant				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 08/18		1.0000	\$46.13	\$46.13



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

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0862-001271137
August 26, 2025

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Pickup Service 08/01-08/31			\$42.93	\$42.93
Groves Water Plant 5020 Wilson				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Lock/Bar Fee Recurring 08/01-08/31			\$7.50	\$7.50
Pickup Service 08/01-08/31			\$42.93	\$42.93
Top Line Electric 3050 E Parkway St				
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				
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
Unlock/Lock Fee 08/01-08/31			\$7.50	\$7.50
Acadian Ambulance Services 2946 Franklin St				
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				
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				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 4 Cu Yd, 1 Lift Per Week				
Non-Scheduled Service 08/18	Dan Varela	1.0000	\$56.38	\$56.38
Receipt Number 69093				
Pickup Service 08/01-08/31			\$85.84	\$85.84
B&B Mini Mart 6850 25th St				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 6 Cu Yd, 1 Lift Per Week				
Waste/Recycling Overage 08/25		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$128.77	\$128.77
Starbucks-Groves 3990 Twin City Hwy				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 4 Lifts Per Week				



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

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0862-001271137
August 26, 2025

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Pickup Service 08/01-08/31			\$457.32	\$457.32
Rpm Trucking 2611 Main Ave				
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
Advannova 4500 Main Ave				
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				
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
Sundara Coffee And Cafe 4000 Lincoln Ave				
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
Dressin Up 4242 Lincoln Ave				
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				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 6 Lifts Per Week				
Pickup Service 08/01-08/31			\$685.99	\$685.99
Prosurve Technical Services 2929 W Parkway St				
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 Primary School 3901 Cleveland Ave				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
2 Waste Container 8 Cu Yd, 10 Lifts Per Week				
Waste/Recycling Overage 07/31		1.0000	\$46.13	\$46.13
Pickup Service 08/01-08/31			\$1,143.31	\$1,143.31
Williams Air Conditioning 4401 Lincoln Ave				
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				
Groves, TX Contract: 9486201 Groves Commercial (C2)				



6425 Highway 347
Beaumont TX 77705

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Account Number
Invoice Number
Invoice Date

0862-001271137
August 26, 2025

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
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 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 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 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 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	\$128.77	\$128.77
Kings Car Care 5239 E Parkway St 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 Courtyard 4321 Lincoln Ave 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
Dixie Coffee 4233 Lincoln Ave Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week Waste/Recycling Overage 08/15 Pickup Service 08/01-08/31		1.0000	\$42.93	\$46.13 \$42.93
Dear Healthcare 3700 E Parkway St Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week Lock/Bar Fee Recurring 08/01-08/31 Pickup Service 08/01-08/31			\$7.50 \$42.93	\$7.50 \$42.93
Pats Performance 3202 Main Ave 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



6425 Highway 347
Beaumont TX 77705

Account Number
Invoice Number
Invoice Date

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0862-001271137
August 26, 2025

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Wild Flower Design & Events 4320 Lincoln Ave				
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
Goodwill Groves 5901 39th St				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 8 Cu Yd, 1 Lift Per Week				
Lock/Bar Fee Recurring 08/01-08/31			\$7.50	\$7.50
Pickup Service 08/01-08/31			\$200.90	\$200.90
Mr G'S Tattoo Emporium 4235 Lincoln Ave				
Groves, TX Contract: 9486201 Groves Commercial (C2)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 08/06-08/31			\$42.93	\$36.70
CURRENT INVOICE CHARGES, Due by September 15, 2025				\$10,340.45

PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40696

09/23/2025

ISSUED TO: VEND #: 01-23944
SIEMENS INDUSTRY, INC
P.O. BOX2134
CAROL STREAM, IL 60132-2134

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	ALARM SYSTEM REPAIR ALARM SYSTEM REPAIR OF 4 FAULTY DETECTORS AND 1 FULL STATION	01 -5-32-03-010 BUILDING & GROUNDS	0.00	5,219.66

*** TOTAL *** 5,219.66

ORDERED BY: _____

APPROVED BY: LANCE BILLEAUD

SIEMENS

Invoice FIRE

Cust PO No
Lance Billeaud

Cust PO Date

Quotation No

Invoice No
5332073124

Date
09/07/2025

Sales Order No
3802787074

Sales Ord Date
09/07/2025

Lock Box No

Customer No

Page 1 of 5

Bill To:

CITY OF GROVES
5911 W WASHINGTON
GROVES TX 77619-3631

Sold To:

CITY OF GROVES
3947 LINCOLN AVE
GROVES TX 77619-4804

Ship To:

CITY OF GROVES
FIRE STATION #1
5911 W WASHINGTON
GROVES TX 77619

Remit Incoming ACH's To:(Preferred)

(No Check Payments) JPMorgan Chase
Bank, N.A.
New York, NY 10017
ACH Rtg# 028000024
Siemens Industry Inc.
Account: 3817882989
Email Detailed Remittance Advice to:
bfgarwires.us.sbt@siemens.com

Remit Incoming Wires To:

(No Check Payments) JPMorgan Chase Bank,
N.A.
New York, NY 10017
ABA# 021000021; SWIFT BIC: CHASUS33
Siemens Industry Inc.
Account: 3817882989
Email Detailed Remittance Advice to:
bfgarwires.us.sbt@siemens.com

Remit payments to:

ACH Debit or Credit Card Payments:
<https://flexlync-pay.siemens.com/flexlyncpay>
OR
Remit Check Payments to:
Siemens Industry, Inc.
PO Box 2134
Carol Stream, IL 60132-2134

Delivery#:

Ship Date:

INCO Terms: Prepaid and Add
PLANT

Carrier/Route: Best Way

This invoice is subject to the Siemens Industry, Inc., Smart Infrastructure terms and conditions applicable to the products and services sold pursuant to this invoice, which shall govern in the event of any conflict with any other terms or conditions, specifications, proposal, purchase order, acknowledgment or other document. These terms can be viewed at the following site:
<https://www.siemens.com/download?A6V11694115>. BY ACCEPTING THIS INVOICE, YOU AFFIRM THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS INCLUDING ANY AND ALL REFERENCED AND INCORPORATED DOCUMENTS THEREIN.

Line Item	Material Number/Description	U/M	Invoice Qty	Unit Price	Total Price
100	Service Order Number: 5005045381 Building Name: City of Groves - Fire Station #1 A7F55000007 Specialist - work normal time ECCN: EAR99 Customer PO item #: 000100 Service Rendered: until	H	12	261.00	3,132.00
200	S54320-F8-A1 / S54320-F8-A1 FDOOTC441 Multi-Crit. Fire/CO Det. HTS: 8531100025 ECCN: EAR99 Country Of Origin: CH Customer PO item #: 000200 Service Rendered: until	PC	2	454.00	908.00
300	S54320-F14-A1 / S54320-F14-A1 ABHW-4S Audible Base HTS: 8531809041 ECCN: EAR99 Country Of Origin: CN Customer PO item #: 000300 Service Rendered: until	PC	2	213.00	426.00
400	S54321-F8-A1 / S54321-F8-A1 XMS-D# Address, double act MPS Isolation HTS: 8531100045 ECCN: EAR99 Country Of Origin: US Customer PO item #: 000400	PC	1	307.00	307.00

SIEMENS

Invoice FIRE

Cust PO No
Lance Billeaud

Cust PO Date

Quotation No

Invoice No
5332073124

Date
09/07/2025

Sales Order No
3802787074

Sales Ord Date
09/07/2025

Lock Box No

Customer No

Page 2 of 5

Line Item	Material Number/Description	U/M	Invoice Qty	Unit Price	Total Price
500	Service Rendered: until A7F55000061 Trip Charge ECCN: EAR99 Customer PO item #: 000500	PC	1	145.00	145.00
600	Service Rendered: until A7F55000080 On-Site Support ECCN: EAR99 Customer PO item #: 000600	PC	1	50.00	50.00
700	Service Rendered: until A7F55000083 Tariff Surcharge ECCN: EAR99 Customer PO item #: 000700	PC	1	106.66	106.66
800	Service Rendered: until A7F55000061 Trip Charge ECCN: EAR99 Customer PO item #: 000800 Notes: Issue: Alarm went off and couldn't reset External comment: External Description Alarm went off and they couldn't reset. Had to take the batteries out to make it stop. System installed in middle of 2022 Resolution: Replaced the abhw4s and fdootc441 in dorm room 202. Removed heat in kitchen due to false alarms. As per AHJ. Left spare parts with customer. System normal Completed. Resolution: Panel troubles in room 202. Bad fdootc441 and abhw4s base. Also replaced pull station at stairwell in bay area. Incompleted Need to return with parts. Contact: Customer Service	PC	1	145.00	145.00

SIEMENS**Invoice FIRE**Cust PO No
Lance Billeaud

Cust PO Date

Quotation No

Invoice No
5332073124Date
09/07/2025Sales Order No
3802787074Sales Ord Date
09/07/2025

Lock Box No

Customer No

Page 3 of 5

Siemens Industry, Inc.
Houston Sales Office
1401 Enclave Pkwy Ste 475
Houston TX 77077
Phone: (281)949-3000
Fax: 1-866-420-1754

State Taxes

0.00

Total Wt.: 0 KG

Currency: USD

Invoice Total: 5,219.66

Siemens preferred payment method is ACH/EFT funds transfer.**Our Dunn and Bradstreet # is 01-094-4650**

Payment made via credit card may be subject to a surcharge of up to 2%, where applicable by law.

Payment Terms: Net Due 30 Days

*These items are controlled by the U.S. Government (when labeled with "ECCN" unequal "N") and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations. Items labeled with "AL" unequal "N" are subject to European (national) export authorization. Items without label, with label "AL/N" / "ECCN N" or label "AL 9X9999" / "ECCN 9X9999" may require authorization from competent authorities depending on the final end-user, or the destination.

*We hereby certify that these goods were produced in compliance with all the applicable requirements of Section 6, 7, and 12 of the Fair Labor Standards Act, as amended, and regulations and orders of the United States Department of Labor issued under Section 14, thereof.

For shipment to California, *Displays exceeding 4" include the e-Waste recycle fee up to \$10 per item.

City of Groves

177

March 11, 2025

To: All Siemens Industry, Inc. Customers

From: Nicola Bates
President and CEO, Siemens Capital Company LLC

Re: Payment Instructions

Dear Customer,

Please be advised that Siemens Industry, Inc. (Buildings) has entered a new banking relationship with JPMorgan Chase. All future payments sent to this bank account must be electronic per details in the attached letter from JPMorgan Chase.

Virtual Account Number	Virtual Entity Name	Currency
3817882989	Siemens Industry Inc.(01)	USD

****DO NOT MAIL CHECKS TO THE BELOW JPMORGAN CHASE ADDRESS****

CCY (CURRENCY)

Beneficiary Bank:	JPMorgan Chase Bank, N.A. 270 Park Avenue New York, NY 10017
Beneficiary Bank Swift BIC:	CHASUS33
Beneficiary Bank Routing Code:	021000021 - Wires 028000024 - ACH (preferred)
Beneficiary Virtual Account Number:	As per 3817882989 details above

For customers paying electronically: Our preferred payment method is ACH (Automated Clearing House) with remittance details being sent in the CTX (Corporate Trade Exchange) addenda record. CTX is a standard format that allows a large amount of payment-related information, such as multiple invoices or detailed remittance data, to be included with the payment in a single transaction.

If ACH CTX is not available, the ACH CCD or ACH CCD+ formats or wire transfer are also acceptable. If paying by ACH CCD, CCD+, or wire transfer, please email invoice details to bfgarwires.us.sbt@siemens.com before initiating payment.

For customers who wish to pay by credit card or ACH Direct Debit can do so via the FlexLync Pay portal at <https://flexlync-pay.siemens.com/flexlyncpay>. To proceed, please navigate to the self-registration option.

For customers paying by check: please refer to the lockbox details provided on your Siemens invoice.

If you have any questions or need assistance, please contact your Siemens Industry business representative or Accounts Receivable to confirm this bank transition.

Sincerely,

Nicola Bates
President and CEO
Siemens Capital Company LLC

Siemens Capital Company LLC
200 Wood Avenue South FL 2
Iselin, NJ 08830

April 3, 2025

Bank Confirmation of Routing/Settlement Instructions

Dear Sir, Madam,

We make reference to the Virtual Account Management Services provided to you by JP Morgan Chase Bank, N.A. As requested, we hereby confirm that as of the date of this letter, according to our records, the following routing details at JP Morgan Chase Bank, N.A. are correct:

Virtual Account Number*	Virtual Entity Name	Currency
3817882989	Siemens Industry Inc.(01)	USD

Standard Settlement Table
CCY (CURRENCY)

Beneficiary Bank:	JPMorgan Chase Bank, N.A. 270 Park Avenue New York, NY 10017
Beneficiary Bank Swift BIC:	CHASUS33
Beneficiary Bank Routing Code:	021000021 - Wires 028000024 - ACH (preferred)
Beneficiary Virtual Account Number:	As per 3817882989 details above

*Note that the payment will be routed to an account in the name of the Demand Deposit Account (DDA)/Physical Account Holder Siemens Capital Company LLC acting as the Group's entity through which all payments and receipts are routed, as applicable. A virtual account is a reporting representation of the activity taking place in an aligned demand deposit account.

A virtual account has a unique account number (specified above) that allows a customizable reporting structure against the demand deposit account, enabling clients to organize and report data according to how they manage their business.

Michelle Brown
Client Service Account Manager
JP Morgan Chase Bank, N.A.

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

City of Groves

PURCHASE ORDER # 09-40491

08/26/2025

ISSUED TO: VEND #: 01-23917
UNITED COMMUNICATIONS INC.

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	4 RADIOS 4 NEW KENWOOD VIKING VP8000 PORTABLE RADIOS W/ LAPEL MICS, CHARGERS, & SPARE BATTERIES FOR GAMEROOM INSPECTORS. UNITED COMMUNICATIONS IS THE PROPRIETARY DISTRIBUTOR OF KENWOOD FOR THE REGION.	01 -5-31-07-400 GAMEROOM EXPENSES	0.00	13,292.00

*** TOTAL *** 13,292.00

ORDERED BY: _____

APPROVED BY: LANCE BILLEAUD



Invoice

Date	Invoice #
9/23/2025	62784

Bill To
CITY OF GROVES PO BOX 846 GROVES, TX 77619

REMIT PAYMENT TO:
UNITED COMMUNICATIONS INC 5615 COLLEGE ST. BEAUMONT, TX 77707 (409)-842-3790 FAX (409)842-1991

P.O. No.	Terms
	NET 30

Quantity	Description	Rate	Amount
4	VIKING VP-8000 7/800MHZ, P25, PORTABLE RADIOS WITH ANTENNA, BELT CLIP, KMC-70 LAPEL MIC & PROGRAMMING SERIAL NUMBERS - C5660789 C5661020 C5660877 C5660876	3,050.00	12,200.00
4	RICHCOM DESKTOP CHARGERS	123.50	494.00
4	RICHCOM 4000MAH BATTERY	149.50	598.00
REFERENCE TICKET # 44249			
Credit Card payments are accepted but will be charged an additional 3% Processing Fee		Total	\$13,292.00

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

City of Groves

PURCHASE ORDER # 09-40758

10/02/2025

ISSUED TO: VEND #: 01-23852

WEX BANK
P.O. BOX 4337

CAROL STREAM, IL 60197-4337

SHIP TO:

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	FUEL FOR PD VEHICLES	01 -5-31-02-030	0.00	4,007.30
24.00	FUEL CARD	01 -5-31-02-030	2.00	48.00
24.00	FINANCE CHARGE	01 -5-31-02-030	20.33	487.92
0.00	FUEL FOR FD VEHICLES	01 -5-32-02-030	0.00	929.95
10.00	FUEL CARD	01 -5-32-02-030	2.00	20.00
10.00	FINANCE CHARGE	01 -5-32-02-030	20.33	203.30
0.00	FUEL FOR PW VEHICLES	01 -5-38-02-030	0.00	109.28
3.00	FUEL CARD	01 -5-38-02-030	2.00	6.00
3.00	FINANCE CHARGE	01 -5-38-02-030	20.33	60.99
0.00	FUEL FOR G VEHICLES	01 -5-42-02-030	0.00	107.20
2.00	FUEL CARD	01 -5-42-02-030	2.00	4.00
2.00	FINANCE CHARGE	01 -5-42-02-030	20.33	40.66
0.00	FUEL FOR S/D VEHICLES	01 -5-44-02-030	0.00	1,318.46
26.00	FUEL CARD	01 -5-44-02-030	2.00	52.00
26.00	FINANCE CHARGE	01 -5-44-02-030	20.33	528.58
0.00	FUEL FOR FM VEHICLES	01 -5-46-02-030	0.00	625.81
9.00	FUEL CARD	01 -5-46-02-030	2.00	18.00
9.00	FINANCE CHARGE	01 -5-46-02-030	20.33	182.97
0.00	FUEL FOR SW VEHICLES	05 -5-55-02-030	0.00	5,775.98
8.00	FUEL CARD	05 -5-55-02-030	2.00	16.00
8.00	FINANCE CHARGE	05 -5-55-02-030	20.33	162.64
0.00	FUEL FOR WF VEHICLES	11 -5-63-02-030	0.00	86.55
2.00	FUEL CARD	11 -5-63-02-030	2.00	4.00
2.00	FINANCE CHARGE	11 -5-63-02-030	20.33	40.66
0.00	FUEL FOR WWP VEHICLES	11 -5-64-02-030	0.00	154.69
2.00	FUEL CARD	11 -5-64-02-030	2.00	4.00
2.00	FINANCE CHARGE	11 -5-64-02-030	20.33	40.66
0.00	FUEL FOR UT VEHICLES	11 -5-67-02-030	0.00	1,186.52
15.00	FUEL CARD	11 -5-67-02-030	2.00	30.00

** CONTINUED **

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

City of Groves

PURCHASE ORDER # 09-40758

10/02/2025

ISSUED TO: VEND #: 01-23852
 WEX BANK
 P.O. BOX 4337
 CAROL STREAM, IL 60197-4337

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
15.00	FINANCE CHARGE FUEL FOR ALL VEHICLES	11 -5-67-02-030	20.33	304.95
		VEHICLE FUEL & OIL		

*** TOTAL *** 16,557.07

ORDERED BY: TROY W. FOXWORTH

APPROVED BY: TROY W. FOXWORTH

Invoice Statement

INVOICE NUMBER: 107838612
ACCOUNT NAME: City of Groves

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE**	AMOUNT DUE
	54650.00	30	SEP-30-2025	OCT-22-2025	16556.53

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
SEP-23-2025	Payment - Thank You		14334.19
SEP-30-2025	Fuel Purchases	14301.74	
SEP-30-2025	Other Adjustments this Period	2508.54	253.35
REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.			
**Payment must process by Payment Due Date. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing. The Finance Charge is determined by applying a periodic rate of 8.99%			

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILL CLOSING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.
SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
14333.79	14334.19	16810.28	253.35	16556.53

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID:

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

WEX Enterprise ExxonMobil Card

Do not use for remittance
P.O. Box 639
Portland, ME 04104-0639

Gail Green
City of Groves
3947 Lincoln Avenue
Groves, TX 77619

ACCOUNT NAME	City of Groves
ACCOUNT NUMBER	
INVOICE NUMBER	107838612
BILL CLOSING DATE	SEP-30-2025
AMOUNT DUE	16556.53
AMOUNT ENCLOSED	
PAYMENT DUE DATE	OCT-22-2025

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:

WEX BANK
P.O. BOX 4337
CAROL STREAM IL 60197-4337

Balance Subject to Late Fees

If Company fails to make payment in full by the applicable Due Date, or a payment is returned (each a "Payment Default"), then a fee (the "Late Fee") will apply to the Total Outstanding Balance (as defined below). The late fee will be calculated by multiplying the applicable late fee rate by the Total Outstanding Balance on the Calculation Date, not to exceed the amount allowable by applicable law. For Billing Cycles other than monthly, the percentage rate used in the Late Fee calculation will be prorated based on the length of the billing cycle in relation to a monthly billing cycle. Company will be considered to have made a payment to Issuer on an Account only when the payment is posted to the Account as provided in this Agreement. The "Calculation Date" is the earlier of (a) the posting date for Company's payment in full of the invoiced amount to its Account, or (b) the last day of the Billing Cycle during which the Payment Default occurred. The "Total Outstanding Balance" is the invoiced amount, plus the amount of any unbilled transactions delivered by a merchant to Issuer, and minus any credits that have posted to the Account, through the Calculation Date.

How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the bill closing date or they will be considered final and binding.

Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

Customer Service

For account inquiries and correspondence regarding account service or billing:

- Call 1-888-774-4939, or
- Email correspondence@wexinc.com, or
- Fax to 1-800-395-0809, or
- Mail to P.O. Box 639, Portland, ME 04104

Do not mail payments to this address. Payments must be sent to the remit address on your invoice.

Be sure to include your account number on all correspondence.

Your full Business Card Agreement is available here:
<https://www.wexdrive.com/tncs/enterprise.pdf>

Payment Options

Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated. Check payments can take up to two Business Days to process from the time the envelope containing a check arrives at Issuer's facility to posting of the check amount to the Account.

Allow 10 business days prior to the due date for mailing to help avoid late fees. Paper checks must be received at least two business days before Payment Due Date to enable on-time processing.

Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at www.wexefm.com.

Online payments scheduled by 3:30 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

Phone

Call Customer Service to schedule a payment or check your balance.

Payments scheduled by 3:30 PM ET (on business days) are credited to your Account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.

Invoice Statement

INVOICE NUMBER: 107838612
ACCOUNT NAME: City of Groves

PAGE 3

If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
09-30	OTHER ADJUSTMENTS THIS PERIOD					
09-30	Monthly Card Charge			202.00		
09-30	XOM Enterprise Triband Rebate			-253.35		
09-30	Finance Charge			2306.54		
	Subtotal			2255.19		
08-29	REBATES AND REVERSALS					
	Rebate Adjustment					-230.19
	Subtotal					-230.19
	Total			2255.19		-230.19

REQ.#: 09-40758 VENDOR: 01-23852

WEX BANK

FUEL FOR ALL VEHICLES

09-40758

STATUS: NEW
DEPT: PW
SHIP-TO: CH City of Groves City Hall
ATTN: Purchasing Department

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

ISSUED: 10/02/2025
EST DEL: 10/02/2025
RELEASE FLAG: N
RECEIVE FLAG: N

City of Groves

P.O. DESCRIPTION: FUEL FOR ALL VEHICLES

ITEM		G/L ACCOUNT	NAME	DESCRIPTION/ REFERENCE	UNITS	PRICE	AMOUNT
===== ORDERED =====							
1	01	5-31-02-030	VEHICLE FUEL & OIL	FUEL FOR PD VEHICLES PAGE 15			4,007.30
2	01	5-31-02-030	VEHICLE FUEL & OIL	FUEL CARD	24.000	2.0000	48.00
3	01	5-31-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	24.000	20.3300	487.92
4	01	5-32-02-030	VEHICLE FUEL & OIL	FUEL FOR FD VEHICLES PAGE 23			929.95
5	01	5-32-02-030	VEHICLE FUEL & OIL	FUEL CARD	10.000	2.0000	20.00
6	01	5-32-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	10.000	20.3300	203.30
7	01	5-38-02-030	VEHICLE FUEL & OIL	FUEL FOR PW VEHICLES PAGE 25			109.28
8	01	5-38-02-030	VEHICLE FUEL & OIL	FUEL CARD	3.000	2.0000	6.00
9	01	5-38-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	3.000	20.3300	60.99
10	01	5-42-02-030	VEHICLE FUEL & OIL	FUEL FOR G VEHICLES PAGE 27			107.20
11	01	5-42-02-030	VEHICLE FUEL & OIL	FUEL CARD	2.000	2.0000	4.00
12	01	5-42-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	2.000	20.3300	40.66
13	01	5-44-02-030	VEHICLE FUEL & OIL	FUEL FOR S/D VEHICLES PAGE 39			1,318.46
14	01	5-44-02-030	VEHICLE FUEL & OIL	FUEL CARD	26.000	2.0000	52.00
15	01	5-44-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	26.000	20.3300	528.58
16	01	5-46-02-030	VEHICLE FUEL & OIL	FUEL FOR FM VEHICLES PAGE 45			625.81
17	01	5-46-02-030	VEHICLE FUEL & OIL	FUEL CARD	9.000	2.0000	18.00
18	01	5-46-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	9.000	20.3300	182.97
19	05	5-55-02-030	VEHICLE FUEL & OIL	FUEL FOR SW VEHICLES PAGE 52			5,775.98
20	05	5-55-02-030	VEHICLE FUEL & OIL	FUEL CARD	8.000	2.0000	16.00
21	05	5-55-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	8.000	20.3300	162.64
22	11	5-63-02-030	VEHICLE FUEL & OIL	FUEL FOR WP VEHICLES PAGE 54			86.55
23	11	5-63-02-030	VEHICLE FUEL & OIL	FUEL CARD	2.000	2.0000	4.00
24	11	5-63-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	2.000	20.3300	40.66
25	11	5-64-02-030	VEHICLE FUEL & OIL	FUEL FOR WWP VEHICLES PAGE 56			154.69
26	11	5-64-02-030	VEHICLE FUEL & OIL	FUEL CARD	2.000	2.0000	4.00
27	11	5-64-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	2.000	20.3300	40.66
28	11	5-67-02-030	VEHICLE FUEL & OIL	FUEL FOR UT VEHICLES PAGE 64			1,186.52
29	11	5-67-02-030	VEHICLE FUEL & OIL	FUEL CARD	15.000	2.0000	30.00
30	11	5-67-02-030	VEHICLE FUEL & OIL	FINANCE CHARGE	15.000	20.3300	304.95
TOTAL ORDERED							16,557.07

P.O. SUBTOTALS BY G/L ACCOUNT		ACCOUNT	NAME	LINES	AMOUNT
	01	5-31-02-030	VEHICLE FUEL & OIL	3	4,543.22
	01	5-32-02-030	VEHICLE FUEL & OIL	3	1,153.25
	01	5-38-02-030	VEHICLE FUEL & OIL	3	176.27
	01	5-42-02-030	VEHICLE FUEL & OIL	3	151.86
	01	5-44-02-030	VEHICLE FUEL & OIL	3	1,899.04
	01	5-46-02-030	VEHICLE FUEL & OIL	3	826.78
	05	5-55-02-030	VEHICLE FUEL & OIL	3	5,954.62
	11	5-63-02-030	VEHICLE FUEL & OIL	3	131.21
	11	5-64-02-030	VEHICLE FUEL & OIL	3	199.35
	11	5-67-02-030	VEHICLE FUEL & OIL	3	1,521.47
**	TOTALS **			30	16,557.07

P.O. TOTALS BY MONTH	FUND	MONTH	ITEMS	AMOUNT
	01	10/2025	18	8,750.42
	05	10/2025	3	5,954.62
	11	10/2025	9	1,852.03
** TOTALS **			30	16,557.07

City of Groves

P.O. TOTALS BY DEPARTMENT	DEPARTMENT	PO'S	AMOUNT
	PW	1	16,557.07
** TOTALS **		1	16,557.07

P.O. TOTALS BY STATUS		PO'S	AMOUNT
NEW		1	16,557.07
OUTSTANDING		0	0.00
** TOTALS **		1	16,557.07

TOTAL SUSPENDED PO'S	SUSPENDED	PO'S	AMOUNT
		0	0.00

P.O. TOTALS BY G/L ACCOUNT

YEAR	ACCOUNT	NAME	PO'S	AMOUNT	=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025-2026	01 5-31-02-030	VEHICLE FUEL & OIL	1	4,543.22	25,000	20,456.78		
	01 5-32-02-030	VEHICLE FUEL & OIL	1	1,153.25	13,100	11,946.75		
	01 5-38-02-030	VEHICLE FUEL & OIL	1	176.27	1,200	1,023.73		
	01 5-42-02-030	VEHICLE FUEL & OIL	1	151.86	3,000	2,848.14		
	01 5-44-02-030	VEHICLE FUEL & OIL	1	1,899.04	25,000	23,100.96		
	01 5-46-02-030	VEHICLE FUEL & OIL	1	826.78	25,000	24,173.22		
	05 5-55-02-030	VEHICLE FUEL & OIL	1	5,954.62	78,000	72,088.16		
	11 5-63-02-030	VEHICLE FUEL & OIL	1	131.21	1,500	1,368.79		
	11 5-64-02-030	VEHICLE FUEL & OIL	1	199.35	1,500	1,300.65		
	11 5-67-02-030	VEHICLE FUEL & OIL	1	1,521.47	5,000	3,478.53		
	** 25-26 YEAR TOTALS **			16,557.07				

** ERROR SECTION **

REQUISITION # P. O. # MESSAGE

OTHER INFO

NO WARNING(S)
NO ERROR(S)

City of Groves
Agenda Item Information Form

Council Meeting Date: 10/13/2025 Department: City Manager Agenda Item No. 15

Title for Item (same as to be placed on Agenda): Deliberate and act to sell part of Lot 6 Block 3 East Port Arthur Addition, AKA JCAD Property ID 30457, and authorizing the City Manager to negotiate and execute all necessary documents.

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

Submitted to City Manager's Office on: Date: 10/8/25 Time: 9:30 a.m. By: C. THIBODEAUX

Explanation of Item: Post executive session item.

Deadline for Approval: _____

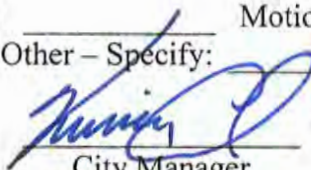
Staff Recommendation: _____

Alternative (if any) for consideration: _____

Identify any attachments to this document: _____

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

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

Signed: _____ Date: _____ Approved:  Date: 10/10/25
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 _____