

# Notice of Regular Meeting

## July 28, 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/85955478625> or by scanning the QR code to the right. The City Council welcomes citizen participation at all City Council meetings on any agenda items within the limitations of law and decorum. City Council may adjourn into Executive Session to deliberate any agenda item listed if the matter for discussion meets an exception for Executive Session under Texas Government Code Chapter 551. The City Council may also deliberate in public on any item that is listed on the agenda for Executive Session.



### Opening Agenda

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

### Regular Agenda

8. Deliberate and act to approve the minutes of the July 14, 2025, City Council Meeting.
9. Hear and deliberate on presentation from Schneider Electrical concerning opportunities for water meter advanced metering infrastructure, and wastewater treatment plant rehabilitation.
10. Deliberate and act on to retain RBC Capital Markets, LLC, as a municipal advisor concerning municipal securities or loans.
11. Deliberate and act on Marketing and Tourism Agreement with the Groves Chamber of Commerce and Tourist Center.
12. Receive FY2025-2026 Proposed Budget from City Manager.
13. Deliberate and act to set the date for a public hearing at Groves City Hall for the purpose to review the City of Groves' proposed FY2025-2026 Appropriation Ordinance.
14. Deliberate and act to set the date for a public hearing at Groves City Hall for the purpose to review the City of Groves' proposed FY2025-2026 Budget.
15. Deliberate and act on Ordinance 2025-12, suspending the rates proposed by Texas Gas Service Company's rate increase filing of June 30, 2025.
16. Deliberate and act on the approval of Ordinance 2025-13 calling for a General Election to be held on November 4, 2025, for the purpose of electing a Councilmember for Ward No. 1 and a Councilmember for Ward No. 3.
17. Notice of a General Election to be held on November 4, 2025, in the City of Groves.
18. Deliberate and act on approval of a Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.
19. Deliberate and act on the July 28, 2025, Invoice List.

### Executive Session

20. 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 551.074(a)(1) – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
- c. Section 551.072 – deliberation regarding real property.
- b. Reconvene into open session.

21. Deliberate and act on severance and revised employment agreements for the City Manager.

**Closing Agenda**

22. Hear and deliberate on Council Member comments.

23. Adjourn.

**Special Accommodations**

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

**Certification**

I certify that the above notice of meeting was posted on the bulletin board and front door of City Hall, 3947 Lincoln Avenue, on July 25, 2025, at \_\_\_\_\_AM/PM.

\_\_\_\_\_  
City of Groves

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 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 July 14, 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: 7/18/25 Time: 9:45 a.m. By: C. THIBODEAUX

Explanation of Item: \_\_\_\_\_

Deadline for Approval: Immediately.

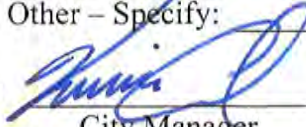
Staff Recommendation: Approval of minutes, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: July 14, 2025, City Council Minutes.

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

Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 07/20/25  
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 July 14, 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 at 5:00 p.m. and welcomed the attendees. Representatives from the local VFW Post 4820 then led the prayer and the Pledge of Allegiance.

Mayor Borne called for reports, and Mr. Ken Loftin of VFW 4820 gave a report on the Texas flooding and the Korean War. Mr. Loftin stated that the VFW is collecting relief items throughout the entire district, and the hub will be located at VFW Post 1806 in Beaumont. Mr. Loftin asked that if donors want to take donations directly to the Beaumont Post, please tell the Beaumont Post that the donation is on behalf of Post 4820 so that our post gets credit for the donation. VFW Post 4820 will be donating \$500 to this effort, as well as the physical items they can collect. The next report from Mr. Loftin concerned the Korean Armistice Agreement, signed on July 27, 1953, during the Korean War, which brought an end to the three-year conflict. 5.8 million served during this war, and 36,000 people were killed, with 126,000 wounded. Mr. Loftin also stated that our nation's Capital has a granite wall that is known as the Korean War Veterans Memorial, etched with the words "Freedom is not free."

There were no further reports.

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

**DELIBERATE AND ACT TO APPROVE THE MINUTES OF THE JUNE 23, 2025, CITY COUNCIL MEETING:** Mayor Pro Tem Konidis made a motion to deliberate and act to approve the minutes of the June 23, 2025, City Council Meeting, and Councilmember Gay seconded. There were no questions, and the motion passed unanimously.

**DELIBERATE AND ACT ON RESOLUTION 2025-07, ADOPTING PROCUREMENT POLICIES AND PROCEDURES IN 2CFR 200.317 – 2CFR 200.327 AND APPENDIX II, TO SUPPLEMENT THE CITY OF GROVES PURCHASING POLICY:**

Councilmember McAdams made a motion to deliberate and act on Resolution 2025-07, and Mayor Pro Tem Konidis seconded. City Manager Kevin Carruth stated that this resolution is necessary so that the City can accept federal grants, as federal procurement regulations require. Mr. Carruth stated that we do not have to do this, but if we want to accept the money from the federal government, then we must comply with their policies. Mayor Borne asked if this was a change in their procedures that required this, and Mr. Carruth stated, "No, we just hadn't adopted it in the past." Councilmember Holmes asked if these changes would require any outside



assistance beyond what we usually need for procurement purposes, and Mr. Carruth stated that for the Federal grants we have, we are using a grant consultant, and then the consultant will do the paperwork, end of it, but in terms of our internal purchasing processes, we do not need additional assistance with that. There were no further questions, and the motion passed unanimously.

DELIBERATE AND ACT ON THE JULY 14, 2025, INVOICE LIST: Councilmember Gay made a motion to deliberate and act on the July 14, 2025, Invoice List, and Councilmember Holmes seconded.

INVOICES: City Manager Kevin Carruth presented invoices for payment totaling \$232,625.46 as follows:

1. Citibank	Purchasing cards payment for 5/30/25-6/3/25.	\$13,583.39
2. City of Port Arthur	Landfill sludge disposal June 2025.	\$5,525.00
3. Coburn Supply Co.	Push camera.	\$7,020.00
4. GFL Environmental	Sludge dewatering for digesters with belt press.	\$93,403.57
5. Jefferson County Appraisal District	3 <sup>rd</sup> Quarter payment.	\$18,867.92
6. Lower Neches Valley Authority	Raw water purchased.	\$27,600.00
7. Moody Bros., Inc.	Wizard 4000 digital weight indicator.	\$7,315.00
8. PVS DX, INC	CL2 and SO2 for Waste Water Plant.	\$9,646.20
9. Texas Emergency Management Solutions LLC	Accessory installation for 2 patrol vehicles.	\$5,500.00

10. Texas Regional Title	Title searches for C.O.D.E.S. Hearings.	\$9,000.00
11. Texas Pack & Load	Wire harness replacement in garbage truck.	\$6,226.35
12. T.R.E.S.	High service pump #1 rebuild.	\$5,500.00
13. T.R.E.S.	High service pump #2 replacement motor.	\$9,097.92
14. Wex Bank	Fuel for all vehicle for June 2025.	\$14,340.11

Mayor Borne asked for questions, and Councilmember Holmes inquired whether the high service pump is for the Wastewater Plant. Public Works Director Troy Foxworth confirmed that it's for the Water Plant. Mayor Pro Tem Konidis inquired whether the push camera was a budgeted item, and Assistant Public Works Director Glen Boudoin confirmed that it was not. Still, they had found an excellent deal on one, as the current camera was giving them numerous problems. Mr. Boudoin also stated that they were able to get a locating wand for free. Mayor Pro Tem Konidis inquired whether we could conduct our own title searches online, and City Manager Kevin Carruth stated that we cannot, as we need to ensure that all potential interests in the demolition properties are notified. Mr. Carruth also reminded the Council that the first \$100,000 of the demolition project would be paid with ARPA Funds. Mayor Borne inquired whether any of the repairs to the sewer plant would help alleviate the dewatering and sludge costs, and Mr. Foxworth stated that those would always be necessary. Mr. Carruth then said that they are about to change vendors for the hauling, and that will save about \$700-\$800 a month. Mayor Borne asked if the fuel charge included diesel as well, and Mr. Carruth stated that it did. 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 551.072 – DELIBERATION REGARDING REAL PROPERTY.

Council convened into executive session at 5:15 p.m.

Council reconvened into open session at 5:38 p.m.

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

There was no further business, and Mayor Borne adjourned the meeting at 5:38 p.m.

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Mayor

ATTEST:

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City Clerk



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Manager Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Hear and deliberate on presentation from Schneider Electrical concerning opportunities for water meter advanced metering infrastructure and wastewater treatment plant rehabilitation.

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

Submitted to City Manager's Office on: Date: 7/23/25 Time: 9:45 a.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.

Deadline for Approval: Not an action item.

Staff Recommendation: \_\_\_\_\_

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: 1) City Manager's 7/24/25 Memo; 2) Schneider Presentation.

Specific Council Action Requested: None (Information item only) ☒ Motion \_\_\_\_\_

Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: [Signature] Date: 07/24/25  
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 \_\_\_\_\_

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## MEMORANDUM

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To: Mayor and City Council

From: Kevin Carruth, City Manager *KC*

Date: July 23, 2025

Re: Schneider Electric Presentation on AMI & WWTP Rehabilitation



In July 2020, the City of Groves executed an investment-grade audit (IGA) agreement with Schneider Electric to develop surveys, audits, and data analysis for a comprehensive wastewater treatment plant repair and replacement plan. A final project presentation was made to the City Council in December 2022 and the decision was made to terminate the agreement and not move forward with the identified projects.

The IGA process cost the City \$150,000, and the wastewater treatment plant still needs the improvements. In addition to the City's \$150,000 investment that it has not been able to capitalize on, Schneider also has a significant amount stranded in its engineering plans. These projects could be funded through traditional debt instruments and would be a good companion project with the 25<sup>th</sup> Street Bottleneck Sewer Project.

An energy conservation savings program may be able to fund the upgrade of our water meters to an advanced metering infrastructure (AMI) system. AMI is an integrated system that enables two-way communication between utility providers and their customers. AMI includes:

- **Smart Meters:** Digital meters installed at customer premises that record water consumption at frequent intervals (e.g., hourly or even more often). These smart meters can wirelessly send data to the utility.
- **Communication Networks:** This is the backbone of AMI, allowing for the two-way data flow. These networks can utilize various technologies, including radio frequency signals, cellular networks, broadband connections, or power line communication. This enables the utility to not only receive consumption data but also send commands to the meters (e.g., remote disconnect/reconnect, firmware updates).<sup>7</sup>
- **Data Management Systems (MDMS):** These software platforms collect, process, and analyze the vast amounts of data coming from the smart meters. The MDMS transforms raw data into meaningful information that utilities can use for various purposes.

Key functions and benefits of AMI:

- **Automated and Remote Meter Reading:** Eliminates the need for manual meter readings, reducing operational costs, human error, and the need for utility personnel to visit properties.
- **Real-time Data Collection:** Provides utilities with granular, up-to-date information on energy usage, allowing for better monitoring and management of the grid.
- **Improved Billing Accuracy:** Based on actual, frequent usage data, reducing disputes and enabling more precise billing.

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

**[www.cigrovestx.com](http://www.cigrovestx.com)**

- **Enhanced Customer Engagement:** Customers can access their detailed usage data through online portals, empowering them to understand their consumption patterns, make informed decisions, and manage their energy costs.
- **Leak Detection:** In water AMI, frequent data can help identify unusual usage patterns that might indicate a leak, allowing for quicker intervention and reduced waste.
- **Tamper Detection:** AMI can identify and alert utilities to attempts at meter tampering or energy theft.

Mr. Craig Mesenbrink with Schneider Electric will give the accompanying presentation and be available for questions.





# AMI Water Meter and WWTP Scope Review



July 28, 2025



Craig Mesenbrink, PE  
Program Manager  
415-420-1284  
[craig.mesenbrink@se.com](mailto:craig.mesenbrink@se.com)



# Agenda

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- 1 Why are we here
- 2 Review the City's Water Meter AMI and Wastewater Treatment Opportunities
- 3 Discuss how Schneider Electric can help
- 4 Next Steps
- 5 Q&A



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## Why are we here?

- To support the goals of the City
- To educate new members of the Council and refresh others on solutions for the City
- Water Metering Issues and How AMI will solve them
- Wastewater Treatment (WWT)
  - Headworks has been repaired
  - Aeration and Digestion problems still exist
  - Controls issues still exist



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# Review the City's Water Meter AMI and Wastewater Treatment Opportunities





# Water Meter AMI Opportunity

- Reduces Revenue Losses
- Improves Accuracy of Reads
- Reduces need for manual reads
- No moving parts
- Provides customers real-time usage data
- Modernizes Infrastructure
- Improves Customer Relations



MACH 10<sup>S</sup> Ultrasonic Meter



MACH 10<sup>S</sup> JR9007<sup>M</sup> Ultrasonic Meter



T-10<sup>S</sup> Meters 5/8" - 2"



Double Check  
T-10<sup>S</sup> Meter



## Water Meter Comparison



	New Technology	Traditional (Mechanical)
Type	Ultrasonic	Mechanical
Body	Composite or Metal	Composite or Metal
Meter Warranty	20yr (10 full/10 prorated)	5 years
Normal Flow Start	1/66th GPM (0.015 GPM) @ 100% Accuracy	1/8th GPM (0.125 GPM) @ 100% Accuracy
Internal Moving Parts	No	Yes
Low Lead/Lead Free	Yes	Yes
AMR/AMI Transmitter Flexibility	Yes	Yes
Two-way Connectivity	Yes	Yes



## Wastewater Treatment Plant Current State

- The plant has never had any major upgrades
- There are critical systems and equipment reaching the end of their useful life
- Parts for critical equipment are no longer available
- Staff (Coby and Troy) have been doing fantastic job keeping the plant running
- Maintenance is 'reactive' and not setup for growth or technology
- Limited redundancy adds pressure to staff and risk to operations and permitting





## Wastewater Treatment Plant- involvement with Schneider Electric

- Schneider Electric performed an IGA (Investment Grade Audit) back in 2022
  - Developed a 20-yr Repair and Replacement Plan
  - Construction Contract was not approved at the time
- With a lot of the engineering performed, we are well positioned to 'update' the scope and pricing quickly and begin work
- 3 Areas of Focus Remain
  - Aeration Basin Process Upgrades
  - Digestion Basin Process Upgrades
  - Automation Upgrades Plant-wide



# 1. Aeration Basin Process Upgrades

Replacement of existing blowers with new blowers with speed control. Replacement of the fine bubble diffusers, air header MOVs, and installation of dissolved oxygen control system. Adequate screening and grit removal will be required to ensure the operation efficiency of the of the aeration basins. The DO control system will maintain constant DO (2.0 mg/L) in the aeration basins, which will improve process efficiency and reduce energy consumption.





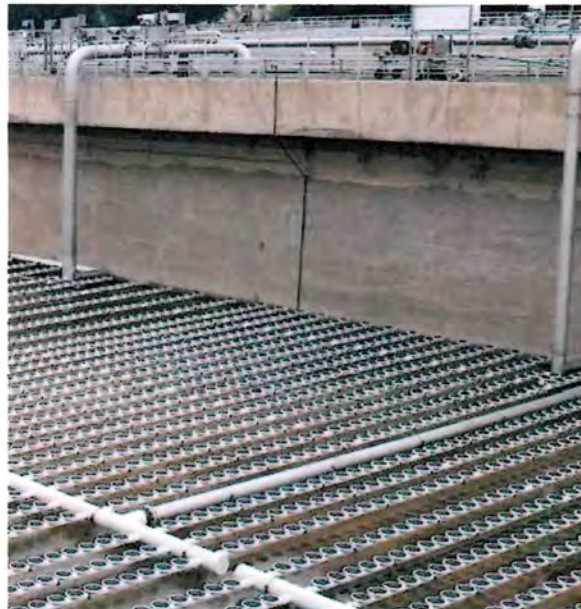
# 1. Aeration Basin Process Upgrades

## Sanitaire fine bubble diffuser

- 304 SS drop piping
- SCH40 PVC manifolds
- 304 SS Supports

## Oil-free screw blower ZS (VSD<sup>+</sup>)

- High efficiency rotary compressor technology.
- Compact design with modular installation.
- Ideal technology for variable speed operation.
- Oil-free air delivery
- Widest range of air volume (modulation).





## 2. Aeration Digestion Process Upgrades

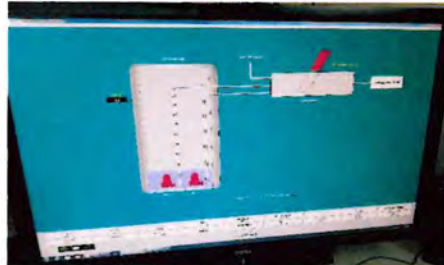
Replacement of existing blowers with new blowers with speed control. Installation of dissolved oxygen control system. Headworks screening improvement will help mitigate ragging issues with the airlift pump system. The DO control system will maintain constant DO levels in the aerobic digester basins, which will improve volatile destruction of biosolids, improve process efficiency and reduce energy consumption





### 3. Controls Upgrade Opportunities

Upgrade controls equipment (Sensors, Transmitters, Motor Operator Valves (MOV), Remote Terminal Units (RTU) and sequences of operation to integrate new processes to ensure DO levels.



# Savings Impact

Page 12



Both O&M Savings as well as Energy Savings were calculated based on original design.



This will be updated using current rates and approved scope items





# Discuss How Schneider Electric Can Help



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# EPC (Energy Performance Contract) or Design-Build Partnership

SINGLE POINT OF ACCOUNTABILITY

Schneider is responsible for planning, design, implementation, ongoing performance and success

Streamlined procurement, funding and construction with guaranteed savings



## Guaranteed Price with No Change Orders



# Proven Performance

**Over \$810M**

In renovations funded and  
implemented for TX clients

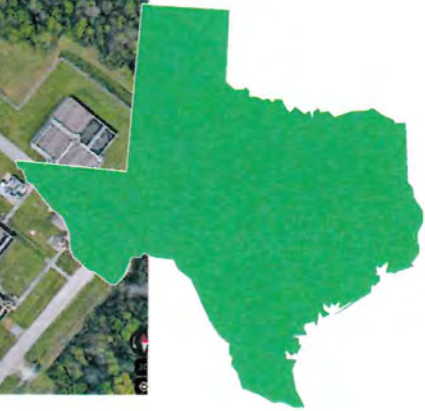
**32 Years**

Serving cities in Texas

**270+**

Projects implemented in Texas

Page 15



Schneider Electric is the Preferred Partner in Texas

Client	Project Value
City of Houston	\$32,812,532
City of Dallas	\$9,468,570
City of Dennison	\$12,500,00
Webb County (AMI)	\$7,769,930
Travis County	\$27,865,035
City of Del Rio	\$729,212
Jim Hogg County Water District (AMI)	\$3,692,558
City of Alamo (AMI)	\$4,470,121
City of Abilene	\$10,815,892
City of Mt Pleasant (AMI)	\$6,593,932
Fort Bend County	\$5,936,031
City of Harlingen	\$1,279,890



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# Next Steps



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# Looking Ahead

## AMI Project

- AMI project can be managed separately from WWT project
- AMI IGA could be developed quickly with delivery of project in 2025
- Next Step: Approve IGA contract to develop project





Next Steps – Water Meter Project		
1	Proposal Delivered to City of Groves Administration	Mar 2025
2	City Admin Review and Feedback Finalize Contract Terms and Conditions	July 2025
3	Council Approves IGA Present scope of work, estimated financial impact, cash flow and timeline. Gain support on scope and budget.	August 2025
4	Final Project Presentation to City Council Present final project scope, fixed price, savings and cash flow. Gain Council Approval Finalize Project Funding and Lending Approvals Signed Contract	December 2025
5	Construction Kickoff Final Design and plan set development Preliminary Construction Schedule	January 2026
6	Construction Mobilization Final Construction Schedule Equipment Procurement	February 2026
7	Construction Completion Schneider Electric will manage the entire construction project around achieving long-term performance goals.	End of 2026



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# Looking Ahead

## WWT Project

- What scope is required?
- How will it be funded?
- Much of the engineering has been done
- Discounted IGA cost versus standard 15% of project cost for typical design engineering

Next Step: SE would deliver IGA proposal and potential timeline





Next Steps - Wastewater Treatment Project		
1	Deliver WWT IGA Contract proposal to City of Groves Administration	August 2025
2	<a href="#">City Admin Review and Feedback</a> Finalize Contract Terms and Conditions Finalize Project Funding and Lending Approvals	September 2025
3	<a href="#">Council Approves IGA</a> Present scope of work, estimated financial impact, cash flow and timeline.	September 2025
4	<a href="#">City Council approves Certificates of Obligation Resolution</a>	November 2025
5	<a href="#">Final Project Presentation to City Council</a> Present final project scope, fixed price, savings and cash flow. Gain Council Approval Signed Contract	February 2026
6	<a href="#">Construction Kickoff</a> Final Design and plan set development Preliminary Construction Schedule	April 2026
7	<a href="#">Construction Completion</a> Schneider Electric will manage the entire construction project around achieving long-term performance goals.	April 2027



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# Q&A





# Thank You!



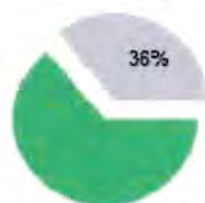
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# Savings By Energy Conservation Measure (ECM)

## City of Groves WWTP Project Summary

Energy Cost Savings



### Energy Indices

	Energy kWh/MG	Cost \$/MG
Baseline	1,981.4	\$145.13
Post Project	1,244.2	\$93.17
% Savings	37.2%	35.8%

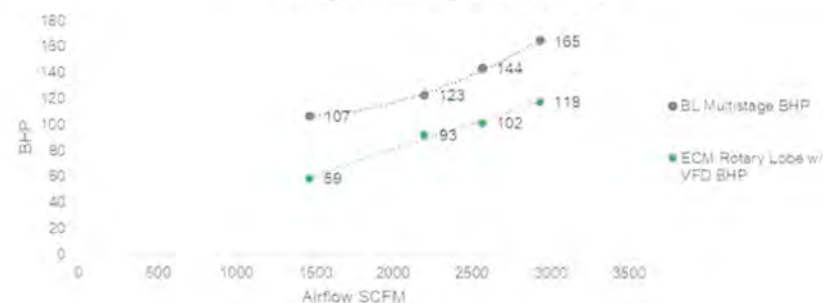
### Project Summary by ECM Category

Project Phase	Electricity Costs \$	Fossil Fuels Costs \$	Total Costs \$
<b>Baseline</b>	<b>\$147,266</b>	<b>\$0</b>	<b>\$147,266</b>
Influent Screening	-\$125	\$0	-\$125
Grit Removal	-\$276	\$0	-\$276
Aeration Basins	\$23,488	\$0	\$23,488
Chlor-Declor-PostAer	\$11,173	\$0	\$11,173
Sludge, Thick, Digest	\$6,649	\$0	\$6,649
Dewatering	\$8,383	\$0	\$8,383
Non Potable Water	\$3,430	\$0	\$3,430
<b>Post Project</b>	<b>\$94,542</b>	<b>\$0</b>	<b>\$94,542</b>
Savings	\$52,723	\$0	\$52,723
Percent Savings	35.8%	-	35.8%

## Aeration and Digestion Blower Savings

- Baseline creation through upfront measurements
  - Baseline = Measured Load \* Runtime Hours
- Runtime hours based on existing plant operations
- Performance period takes follow-up measurements at different speeds to model post-retrofit operation
  - Motor speeds and associated runtime hours at those speeds will be estimated by the wastewater modeling
- Difference between Baseline and Performance Period will measure savings from blower upgrades

Multistage vs Rotary Lobe w/ VFD





# Attendees of February 2025 Workshop

## City of Groves:

Chris Borne	Mayor
Kevin Carruth	City Manager
Troy Foxworth	Public Works Director
Lamar Ozley	Director of Finance
Glenn Boudoin	Asst. Public Works Director
Coby Duecet	WWT Plant Operator

## Schneider Electric Team:

Craig Mesenbrink, PE	Program Manager
Brian Pottenger, PE	Project Development
Mahdi Heidarizad, PE	Lead Mechanical Engineer
Troy Hotchkiss, PE	W/WWT Solution Architect
Matt Lombardo	South Region Manager





# City of Groves (from December 2022 Report) WWTP Repair and Replacement Plan



## Goals

- Modernize existing assets to prolong the life and efficiency of WWTP
- Reduce utility and maintenance costs and reduce looming capital cost burden
- Reduce failure and shutdown RISK

## WWTP Plant Cost Scenarios

- Option 1 - Complete Plant replacement	\$75-\$100MM
- Option 2 – Follow 20 Year R&R Plan	\$18-\$20MM
- <b>Option 3 – Phase the R&amp;R Plan</b>	
<b>Phase 1 – 4 ECM's Below</b>	<b>\$10.99MM</b>
- Option 4 – Drop the Digestion Aeration	\$8.99MM

## Per ECM \$

Grit	\$1,254,653
Screening	\$480,950
Aeration Basin	\$6,210,532
Digestion Aeration	\$3,042,533
<b>Total Phase</b>	<b>\$10,988,688</b>

## Funding



## Option 3 Solutions

### Phase 1 - Critical Systems and High Risk

#### 1. Headworks Grit

Replace existing grit washer/classifier and conveyance system. The existing grit washer/classifier and conveyance system is past its useful life. Replacement will improve the performance of grit removal, cleaning and compaction prior to disposal.

#### 2. Headworks Screening

Replacement of existing 1-inch mechanical bar screen with ½-inch bar screen to reduce pass through of coarse inert solids, rags and debris. This will improve operating efficiency and reduce maintenance of downstream processes and equipment. The existing manual screen will remain as a backup.

#### 3. Aeration Basin Process Upgrades

Replacement of existing blowers with new blowers with speed control. Replacement of the fine bubble diffusers, air header MOVs, and installation of dissolved oxygen control system. Adequate screening and grit removal will be required to ensure the operation efficiency of the of the aeration basins. The DO control system will maintain constant DO (2.0 mg/L) in the aeration basins, which will improve process efficiency and reduce energy consumption.

#### 4. Aeration Digestion Process Upgrades

Replacement of existing blowers with new blowers with speed control. Installation of dissolved oxygen control system. Headworks screening improvement will help mitigate ragging issues with the airlift pump system. The DO control system will maintain constant DO levels in the aerobic digester basins, which will improve volatile destruction of biosolids, improve process efficiency and reduce energy consumption.

#### 5. Associated Controls

Upgrade controls and sequence new processes to ensure DO levels and reduce risk.

### Phase 2 – Remaining Work

1. Dewatering
2. Disinfection
3. Plant Water
4. Biosolids
5. Final Clarifiers
6. Associated Controls





# Global Leader in Digital Energy, Automation, and Sustainability Solutions

188 years in business

135,000+ employees

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\$36B annual revenues



Leading Brands



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GUIDEHOUSE INSIGHTS

2017 - 2024

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IN GUARANTEED SAVINGS  
FOR OUR 1000+  
NATIONAL ENERGY PROJECTS

### MOST

SUSTAINABLE CORPORATION  
**IN THE WORLD**  
CORPORATE KNIGHTS – JAN 2025

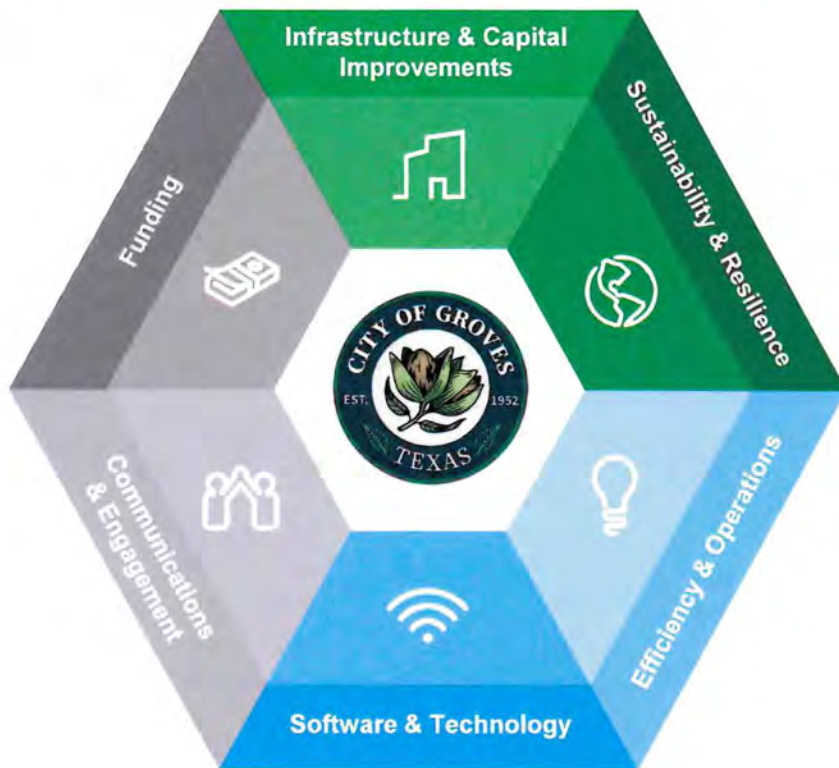
## What has Changed?

- Council Member Changes
- Rate Discussions and Funding Options Exist
- Water Metering Issues have gotten worse
- WWT
  - Headworks has been repaired
  - Aeration and Digestion problems still exist
  - Controls issues still exist











# IMPACT Integrated Solutions



## How will you make an impact?

- 
**Infrastructure and Capital Improvements:** Address your deferred maintenance, critical infrastructure and capital improvement needs that make a difference for your community.
- 
**Sustainability and Resilience:** Reduce your carbon footprint and prepare for severe weather and energy volatility with a resilient power supply.
- 
**Efficiency and Operations:** Make your facilities and infrastructure more energy and operationally efficient.
- 
**Software and Technology:** Take insight-driven action based on collected data points with streamlined technology solutions and modernize your buildings and IT/telecom systems.
- 
**Communications and Engagement:** Educate and engage your community about the impact of sustainable infrastructure and improve your brand reputation.
- 
**Funding:** Identify innovative ways to fund infrastructure improvement projects and create budget stability for years to come.



+

**Schneider**  
Electric



## Work to Date

- July 2020 – **Investment Grade Audit** Contract signed. Initial work began right when Covid was disrupting the world
- January 2021 – Surveys, audits and data analysis resulting in a Comprehensive **Restoration Plan** was developed identifying all the equipment and systems requiring more than \$30MM to implement
- Summer 2021 - Schneider partnered with Arcadis, renowned WWT engineering firm to develop more completely the items from the Restoration Plan
- November 2021 - the **SCOPE** was reviewed by City Council and a 'phased approach' was suggested
- March 2022 – A **funding Workshop** and subsequent discussions determined between \$7MM-\$11MM was the maximum for a Phase 1 project
- October 2022 – Schneider Electric delivers Phase 1 **proposal**

## Current State

- The 25-yr old plant has never had major upgrades
- There are critical systems and equipment reaching the end of their useful life
- Parts for critical equipment are no longer available
- Staff (Coby and Troy) have been doing fantastic job keeping the plant running
- Maintenance is 'reactive' and not setup for growth or technology
- Limited redundancy adds pressure to staff and risk to operations and permitting

## Future State / Project Scope

- **Phase 1**
- Aeration Basin Process Upgrades
- Aeration Digestion Process Upgrades
- Associated Controls

## Phase 1 Benefits

- Provides the highest energy savings through the blower replacement and controls
- Addition of redundancy reduces Failure RISK
- Avoid emergency 'reactive' repair premiums
- More stable energy and O&M budget planning
- Reduction of ~\$100k annually in energy and O&M costs

## Schedule Moving Forward

Contracted Phase 1		
1	<b>Proposal Delivered to City of Groves Administration</b>	October 3, 2022
2	<b>City Admin Review and Feedback</b> Finalize Contract Terms and Conditions Finalize Project Funding and Lending Approvals	October 2022
3	<b>Council Update (Workshop)</b> Present scope of work, estimated financial impact, cash flow and timeline. Gain support on scope and budget.	Early November 2022
4	<b>Final Project Presentation to City Council</b> Present final project scope, fixed price, savings and cash flow. Gain Council Approval Signed Contract	December 2022
5	<b>Construction Kickoff</b> Final Design and plan set development Preliminary Construction Schedule	January 2023
6	<b>Construction Mobilization</b> Final Construction Schedule Equipment Procurement	Summer 2023
7	<b>Construction Completion</b> Schneider Electric will manage the entire construction project around achieving long-term performance goals.	End of 2024



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Manager Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Deliberate and act on to retain RBC Capital Markets, LLC, as a municipal advisor concerning municipal securities or loans.

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

Submitted to City Manager's Office on: Date: 7/23/25 Time: 9:45 a.m. By: C. THIBODEAUX

Explanation of Item: See accompanying memo.

Deadline for Approval: N/A

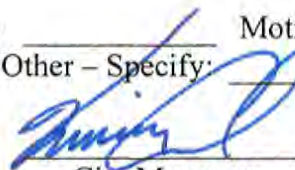
Staff Recommendation: Staff recommends the City Council retain RBC Capital Markets, LLC, as municipal advisor concerning municipal securities or loans, as presented.

Alternative (if any) for consideration: Keep U.S. Capital Wealth Advisors.

Identify any attachments to this document: 1) City Manager's 7/23/25 Memo; 2) Municipal Advisor Agreement; 3) RBC 7/22/25 Disclosure Letter.

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

Ordinance – Number          Resolution – Number          Other – Specify:         

Signed:          Date:          Approved:  Date: 07/24/25  
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

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## MEMORANDUM

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To: Mayor and City Council

From: Kevin Carruth, City Manager *KC*

Date: July 23, 2025

Re: Municipal Advisor Agreement

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The City of Groves has used Jim Gilley, and now Jim Gilley, Jr., as its Financial Advisor (FA) since at least 2003. The City used Jim Gilley when he was with Coastal Securities and followed him when he moved to U.S. Capital Wealth Advisors in the early 2000s. As the City begins to consider the possibility of funding major capital projects in the next few years, it is essential to have an attentive FA with the expertise and capacity to meet the City's needs.

Bob Henderson, with RBC Capital Markets, introduced his firm at the budget workshop on July 12, 2025. Mr. Henderson discussed the firm's capabilities, his background, the current legislative environment, and some of the City's finances. I have worked with Mr. Henderson and his team for almost two decades and have gone through multiple successful debt issues without any problems. Additionally, RBC Capital Markets provided financial advice unrelated to specific debt issues during this time.

Based on my experience with U.S. Capital Wealth Advisors and RBC Capital Markets, I recommend terminating the City's FA relationship with U.S. Capital Wealth Advisors and executing the accompanying Municipal Advisor Agreement with RBC Capital Markets.





## MUNICIPAL ADVISOR AGREEMENT

July \_\_, 2025

Honorable Mayor and City Council Members  
City of Groves, Texas  
3947 Lincoln Avenue  
Groves, Texas 77619

Re: Municipal Advisory Agreement

Ladies and Gentlemen:

1. **Retention of RBC Capital Markets, LLC.** RBC Capital Markets, LLC ("RBC CM") appreciates the opportunity to serve as municipal advisor to the City of Groves, Texas (the "Client" or "you") in association with the issuance of obligations in the form of municipal securities or loan(s). Upon your acceptance, this engagement letter (the "Agreement") will serve as our mutual agreement with respect to the terms and conditions of our engagement as your municipal advisor, effective on the date this Agreement is executed by the Client (the "Effective Date").
2. **Scope of Services for Municipal Securities.** RBC CM is engaged by the Client as its municipal advisor to provide the services set forth below (the "Scope of Services") regarding the Obligations:
  - (a) Analyze the financing and structuring alternatives available to the Client if and as requested by the Client, taking into account its borrowing capacity, future financing needs, policy considerations, and such other factors as we deem appropriate to consider.
  - (b) Recommend a plan for the issuance of the Obligations, consistent with the goals and needs of the Client, that may include: (1) the type of Obligations (e.g. current interest, capital appreciation, deferred income, etc.); (2) the date of issue; (3) principal amount; (4) interest structure (e.g., fixed rate, variable rate, etc.); (5) interest payment dates; (6) a schedule of maturities; (7) early redemption options; (8) security provisions; (9) method of sale (e.g., public sale, direct purchase by a bank or other investor, etc.); (10) as applicable, the investment of proceeds of the Obligations via state and local government obligations (SLGS), competitively bid open market securities or guaranteed investment contracts; and (10) other matters that we consider appropriate to best serve the Client's interests.
  - (c) Advise you of current conditions in the relevant debt market, market supply and demand issues, and other general market information and economic data which might reasonably be expected to influence interest rates, sale or bidding conditions or timing of issuance.
  - (d) Organize and coordinate the financing team selected by you. If requested, we will recommend qualified paying agents, escrow agents and verification agents, as the particular transaction may require, each of whom will be retained and compensated by you. In a negotiated offering, we will assist in the preparation of soliciting underwriter proposals upon request and provide assistance to you for the hiring of the underwriter(s).
  - (e) Work with counsel on the transaction, including bond counsel whom you retain, who will be recognized municipal bond attorneys, whose fees will be paid by you, and who will prepare the proceedings, provide legal advice concerning the steps necessary to be taken to issue the Obligations, and issue an



unqualified opinion (in a form standard for the particular type of financing) approving the legality of the Obligations and (as applicable) tax exemption of the interest paid thereon. In addition, bond counsel, disclosure counsel or underwriter's counsel (as applicable) will issue an opinion to the effect that the disclosure document does not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Generally, working with counsel will mean coordinating with the attorneys and reviewing as municipal advisor such counsel's preparation of appropriate legal proceedings and documents, including documents concerning any required election.

- (f) As applicable, assist in the Client's preparation of the preliminary official statement and the official statement or equivalent document as the particular transaction may require (such as a private placement memorandum).
- (g) Make recommendations as to the need for credit rating(s) for the proposed Obligations and, should the Client seek a rating, coordinate the process of working with the rating agency or agencies and assist in the preparation of presentations as necessary.
- (h) Analyze the value and costs of obtaining municipal bond insurance, a liquidity facility or other credit enhancement for the Obligations and, should the Client seek any such credit enhancement, coordinate the process and assist in the preparation of presentations as necessary.
- (i) Propose various actions and strategies related to the pricing of a new issue of municipal securities, including analyzing the structure, timing, terms and other similar matters of a municipal securities transaction, while taking into account any unique features of the Obligations and any special instructions from the Client.
- (j) Attend meetings of governing bodies of the Client, its staff, representatives or committees as requested.
- (k) Coordinate with all parties to consummate the sale and delivery of the Obligations in a timely manner.
- (l) After closing, deliver to the Client and the paying agent(s) definitive debt records, including a schedule of annual debt service requirements on the Obligations.
- (m) You acknowledge that advice and recommendations involve professional judgment on our part and that the results cannot be, and are not, guaranteed. Further:
  - i. Unless otherwise provided in the Scope of Services described herein, RBC CM is not responsible for the information included in any preliminary or final official statement, or for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about RBC CM provided by RBC CM for inclusion in such documents.
  - ii. The Scope of Services does not include tax, legal, accounting or engineering advice with respect to any issue or in connection with any opinion or certificate rendered by counsel or any other person at closing, and does not include review or advice on any feasibility study.
  - iii. The Scope of Services does not include providing advice or services with respect to investment advisory services, brokerage services or derivative products.
  - iv. If the Client designates RBC CM as its independent registered municipal advisor ("IRMA") pursuant to the Municipal Advisor Rule (the "MA Rule") of the Securities and Exchange Commission (the "SEC") with respect to the activities and aspects described in the Scope of Services, the Client agrees to disclose to RBC CM the existence of any such IRMA designations. Any reference to RBC CM, its personnel and its role as IRMA in the written representation of the Client contemplated under the MA Rule is subject to prior approval by



RBC CM. RBC CM is not responsible for verifying that it is independent (within the meaning of the MA Rule as interpreted by the SEC) from any party.

**3. Scope of Services for Loans with Bank or Governmental Agency/Authority.**

- (a) As requested, analyze the risks and benefits of a loan with a bank or governmental agency/authority loan versus the issuance of municipal securities via the public debt markets.
- (b) Recommend a plan for the structure of the loan, including: (1) the debt repayment structure (e.g., current interest, capital appreciation, etc.). and maturity dates; (2) loan amount; (3) interest structure (e.g., fixed or variable rate, etc.); (4), payment dates and early redemption dates, if applicable; (5) security provisions; and (6) as applicable, the investment of loan proceeds via state and local government obligations (SLGs), competitively bid open market securities or guaranteed investment contracts; and (7) other matters that we consider appropriate to best serve the Client's needs.
- (c) Recommend: (1) lenders who are or may be active in the market for tax exempt municipal loans; (2) participate in the drafting for your review and approval appropriate request for bids or qualification for lenders to submit bids to provide a loan; and (3) facilitate the distribution of requests for bids or qualifications.
- (d) Analyze and negotiate the term sheets obtained and advise you and recommend the terms that meet your financial objectives.

**4. Amendment to Scope of Services.**

The Scope of Services may be changed only by written amendment or supplement to the Scope of Services described herein. The parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services.

**5. RBC CM's Regulatory Duties When Servicing the Client under MSRB Rule G-42.**

RBC CM must make a reasonable inquiry as to the facts that are relevant to the Client's determination whether to proceed with a course of action, or that form the basis for any advice provided by RBC CM to the Client. Municipal Securities Rulemaking Board ("MSRB") Rule G-42 also requires that RBC CM undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. RBC CM is also required to use reasonable diligence to know the essential facts concerning the Client and concerning the authority of each person acting on the Client's behalf. If the review of a recommendation of another party is requested by the Client and is within the Scope of Services of the Agreement, RBC CM must determine based on information obtained through reasonable diligence, whether the proposed securities transaction or financial product is or is not suitable for the Client. To the extent our services involve advising you with respect to a bank loan or a loan with a governmental agency or authority, certain rules and regulations of the Securities and Exchange Commission and MSRB may not apply to the activities of RBC CM.

The Client agrees to assist RBC CM in carrying out these regulatory duties, including providing to RBC CM accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Client agrees to notify RBC CM if the Client requests that RBC CM review any recommendation of a third party.

**6. Term of this Engagement.**

The Term of this Agreement begins on the Effective Date and may be terminated as provided for below. This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination.



**7. Compensation.**

The fees due to RBC CM hereunder shall be as set forth in Appendix A hereto. In addition, RBC CM shall be entitled to reimbursement of expenses incurred in connection with any services provided hereunder as set forth in Appendix A.

**8. Limitation of Liability.**

(a) In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of RBC CM or any of its associated persons, RBC CM and its associated persons shall have no liability to the Client for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of any Obligations, or investments of bond proceeds, or for any financial or other damages resulting from the Client's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by RBC CM to the Client. No recourse shall be had against RBC CM for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any issue or otherwise relating to the tax treatment of any issue, or in connection with any opinion or certificate rendered by counsel or any other party.

(b) Official Statement and Waiver of Sovereign Immunity. Client acknowledges that it is responsible for the contents of the preliminary official statement, official statement or any other document related to the issuance of the Obligations as contemplated herein ("Offering Documents"). Client will take all reasonable steps to ensure that the governing body has reviewed and approved the contents of the Offering Documents. In addition, Client agrees and understands that this Agreement is a contract for services and to the extent permitted under the applicable state law, waives any claims or defenses you may have that you are immune from suit for any matter arising from or relating to this Agreement.

**9. Required Disclosures.**

MSRB Rules G-10 and G-42 require that RBC CM provide you with disclosures of pertinent regulatory information, potential and actual conflicts of interest, and information regarding certain legal events and disciplinary history. Such disclosures are provided in RBC CM's Disclosure Statement delivered to the Client together with this Agreement.

**10. Know Your Client, Anti-Money Laundering, and Terrorist Financing Rules and Regulations.**

The Client agrees to provide information to satisfy "Know Your Client," "Anti-Money Laundering" and "Terrorist Financing" rules and regulations, in each case, in accordance with RBC CM's requirements.

**11. Waiver of Jury Trial.**

EACH PARTY AGREES TO WAIVE ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY OR THE RELATIONSHIP BETWEEN THE PARTIES. PARTIES AGREE TO WAIVE CONSEQUENTIAL AND PUNATIVE DAMAGES.

**12. Choice of Law.**

This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

**13. Binding Effect; Assignment.**

This Agreement shall be binding upon and inure to the benefit of the Client and RBC CM, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.



**14. Entire Agreement.**

This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties.

**15. Severability.**

If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

**16. No Third Party Beneficiary.**

This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**17. Authority.**

The undersigned representative of the Client represents and warrants that (s)he has full legal authority to execute this Agreement on behalf of the Client. The following individuals have the authority to direct RBC CM's performance of its activities under this Agreement on behalf of the Client:

Kevin Caruth, City Manager  
Lamar Ozley, Finance Director

**18. Counterparts.**

This Agreement may be executed in counterparts, each of which shall be an original, but which taken together, shall constitute one and the same instrument.

RBC CAPITAL MARKETS, LLC

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title Managing Director  
Date \_\_\_\_\_

**ACCEPTANCE**

ACCEPTED this [\_\_\_\_\_] day of [\_\_\_\_\_] , 2025

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_





## APPENDIX A

### FEE SCHEDULE

In consideration for the services rendered by RBC CM, the Client agrees that our fee for each issue of Obligations will be as follows:

Base Fee - Any Issue:		\$6,250		
Plus				
\$12.50 per	\$1,000 next	\$250,000 or	\$9,375 for	\$250,000 Bonds
Plus				
\$11.50 per	\$1,000 next	\$250,000 or	\$12,250 for	\$500,000 Bonds
Plus				
\$ 7.50 per	\$1,000 next	\$500,000 or	\$16,000 for	\$1,000,000 Bonds
Plus				
\$ 5.00 per	\$1,000 next	\$1,500,000 or	\$23,500 for	\$2,500,000 Bonds
Plus				
\$ 2.75 per	\$1,000 next	\$2,500,000 or	\$30,375 for	\$5,000,000 Bonds
Plus				
\$ 2.00 per	\$1,000 next	\$5,000,000 or	\$40,375 for	\$10,000,000 Bonds
Plus				
\$ 1.00 per	\$1,000 over	\$10,000,000 Bonds		

For any issue of refunding Obligations and/or other Obligations involving escrow Agreements, Revenue Bonds or Bonds issued to State or Federal Agencies, our fees shall be as computed from the above schedule, plus 25% (or 125% of the scheduled amount). It is also understood and agreed that, we will charge a document preparation fee to be negotiated on a case-by-case basis, not to exceed \$7,500.00.

It is also understood and agreed that when appropriate under the circumstances (depending on time and resources expended in the transaction above and beyond a “normal” issue), we will charge an additional fee to be negotiated on a case-by-case basis, not to exceed 25% of the scheduled Financial Advisory fee set out above.

RBC Capital Markets will bill the Client at Closing for each issue of Obligations a net amount which will include a fee calculated on the above schedule as well as any “out-of-pocket” expenses incurred on behalf of the Client.

## DISCLOSURE LETTER FOR MUNICIPAL ADVISOR AGREEMENT

July 22, 2025

Kevin Caruth  
City Manager  
City of Groves, Texas  
3947 Lincoln Avenue  
Groves, TX 77619

Re: MSRB Rule G-10 & G-42 Disclosures

Dear Mr. Caruth:

Municipal Securities Rulemaking Board (MSRB) Rules G-10 and G-42 require that RBC Capital Markets, LLC ("RBCCM") provide you with the following disclosures concerning our agreement (the "Agreement") between RBCCM and the City of Groves, Texas (the "Client") and to provide information regarding certain legal events and disciplinary history to you, as an authorized representative of our Client.

**(a) Required Disclosures.**

- i. **RBCCM is registered with the Securities and Exchange Commission and the MSRB.**
- ii. **The website for the MSRB can be located at: <http://www.MSRB.org>.**
- iii. **On the homepage of the MSRB website there is a link to an investor brochure that describes protections that may be provided by the MSRB Rules and how to file a complaint with an appropriate regulatory authority.**

**(b) Conflicts of Interest.**

MSRB Rule G-42 requires that RBCCM provide you certain disclosures related to actual or potential material conflicts of interest and how RBCCM mitigates any such conflict. The disclosures below describe, as applicable, certain considerations related to specific conflicts associated with this Agreement and the various mitigations relevant to those conflicts.

As a general mitigation of the following conflicts, RBCCM notes that it highly-values its reputation in the municipal securities market, aims to have long-lasting relationships with its clients, and operates with significant capital due to the nature of its broker-dealer business activities. As a result, the success of RBCCM is not dependent on maximizing short-term revenue generated from any one individualized recommendation to a municipal advisory client, but instead RBCCM depends on ongoing client



engagements that are built on a foundation of integrity, quality of service, and adherence to regulatory obligations, including the fiduciary duty RBCCM owes to its municipal entity clients. Furthermore, RBCCM's position as a municipal advisory firm is grounded in its supervisory structure, which leverages our long-standing broker-dealer supervisory processes and practices. All of these factors provide mitigating safeguards against municipal advisory representatives departing from their regulatory duties.

i. **Compensation-Based Conflicts.**

**TRANSACTION SIZE:** The fees due under the Agreement will be based on the size of the transaction and the payment of such fees shall be contingent upon the closing of the transaction. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for RBCCM to recommend unnecessary financings or financings that are disadvantageous to the Client or to advise the Client to increase the size of the transaction.

**FIXED:** The fees due under the Agreement are fixed and established at the outset of the Agreement. The amount is based upon an analysis by the Client and RBCCM of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by RBCCM. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, RBCCM may suffer a loss. Thus, RBCCM may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. However, RBCCM believes that this risk is manageable and appropriately mitigatable because any services to be performed under the Agreement are mutually agreed upon in advance between you and RBCCM.

In addition to the general mitigations described above, any conflict of interests associated with RBCCM's form of compensation is mitigated by the disclosure to you of such conflicts and payments, in that knowledge of the potential conflicts associated with a particular form of payment can be considered by you in determining whether any work conducted under our engagement is potentially biased by such payment structure. Furthermore, fee conflicts are further mitigated by the fact that RBCCM is subject to a regulatory regime for municipal advisors under the Securities Exchange Act and RBCCM maintains and seeks to adhere to written supervisory procedures designed to result in RBCCM personnel meeting their regulatory duties.

ii. **Ordinary Course of Business - Other Municipal Advisor Clients, Underwriting Activities and Secondary Market Activity and Affiliates.** RBCCM serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Client such as seeking to access the new issue market with advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair RBCCM's ability to fulfill its regulatory duties to the Client.

RBCCM is a broker-dealer that engages in a broad range of securities-related dealer activities to service its clients, in addition to serving as a municipal advisor. Such securities-related activities may include, but are not limited to, the buying and selling of new issue and outstanding securities and investment advice in connection with such securities. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of the Client, such as when their buying or selling of the Client's securities may have an adverse effect on the market for the Client's securities, and the interests of such other clients could create the incentive for RBCCM to make recommendations to the Client that could result in more advantageous pricing for the other clients. In addition to the general mitigations described above, any such conflict is mitigated by the fact that RBCCM is subject to a regulatory regime under the federal securities laws

and RBCCM maintains and seeks to adhere to written supervisory procedures designed to result in RBCCM personnel meeting their regulatory duties.

RBCCM, in connection with its secondary market sales and trading activities, may take a principal position in securities, including securities of the Client, and therefore RBCCM could have interests in conflict with those of the Client with respect to the value of the Client's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, RBCCM or its affiliates may submit orders for and acquire the Client's securities. This activity may result in a conflict of interest with the Client in that it could create the incentive for RBCCM to make recommendations to the Client that could result in more advantageous pricing of the Client's bond in the marketplace. In addition to the general mitigations described above, any such conflict is mitigated by the fact that RBCCM is subject to a regulatory regime under the federal securities laws and RBCCM maintains and seeks to adhere to written supervisory procedures designed to result in RBCCM personnel meeting their regulatory duties.

If separately engaged by the Client, Global Asset Management, an affiliate of RBCCM, and other affiliated entities of RBCCM (each an "Affiliate"), may provide investment advice/services/products as a regulated investment advisor to municipal entities with respect to bond proceeds and/or other products/services related to bond proceeds as a regulated depository institution, which therefore may be related to RBCCM's activities under the Agreement. An Affiliate may pursue business with the Client which could create an incentive for RBCCM to recommend to the Client a course of action designed to increase the level of the Client's business activities with the Affiliate or to recommend against a course of action that would reduce or eliminate the Client's business activities with the Affiliate. In addition to the general mitigations described above, any potential conflict of interest in this regard is mitigated by the fact that RBCCM is subject to a regulatory regime under the federal securities laws, and RBCCM maintains and seeks to adhere to written supervisory procedures designed to result in RBCCM personnel meeting their duties under applicable laws when discussing Affiliates with municipal advisory clients. In addition, any potential conflict of interest related to an Affiliate's advice/service/product is further mitigated by the fact that RBCCM's Affiliates are subject to their own statutory and regulatory regimes that often require certain communications and/or disclosures specific to the advice/product/service. Ultimately, this conflict is mitigated through transparency and the delivery of this disclosure and/or any of the other applicable disclosures, which promote the Client making an informed, final determination as to whether to engage RBCCM and/or an Affiliate.

- iii. **Bidding Agent Services.** RBCCM may provide bidding agent services to acquire open market securities or guaranteed investment contracts with respect to bond proceeds. Such services are not advisory in nature and would be subject to separate fees being charged by RBCCM (which fees are limited by Internal Revenue Service regulations) with disclosure of such fees to the Client. Such services, if any, are pursuant to the terms and conditions of a separate contractual agreement.
- iv. **Charitable Contributions and Event Sponsorships.** RBCCM has made or may make voluntary contributions to a charitable organization or client sponsored event that may or may not relate to the activities of the Client and which may be at the request of personnel of the Client. Such a contribution or sponsorship could give the appearance of favoritism in the Client's selection of RBCCM as its municipal advisor. To mitigate this potential conflict, RBCCM limits the size of any such contribution to a reasonable level taking into consideration various matters such as the purpose of the charitable organization, other contributions by RBCCM to the organization, employee participation in the organization and RBCCM's role and physical presence in the community and the state. In addition to the general mitigations described above, any such conflict is also further



mitigated by the fact that RBCCM is subject to a regulatory regime under the federal securities laws, and RBCCM maintains and seeks to adhere to written supervisory procedures designed to result in RBCCM personnel meeting their regulatory duties when making voluntary contributions to a charitable organization or client sponsored event.

- (c) **Disclosures of Information Regarding Legal Events and Disciplinary History.** MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, RBCCM sets out below required disclosures and related information in connection with such disclosures.

- i. **Material Legal or Disciplinary Event.** There are no legal or disciplinary events that RBCCM deems material to the Client's evaluation of RBCCM or the integrity of RBCCM's management or advisory personnel assigned to the Client
  - ii. **How to Access Form MA and Form MA-I.** The SEC requires RBCCM as a registered municipal advisor and its individual employees who are registered as municipal advisors to file certain items of information on the SEC's Form MA or MA-I. RBCCM's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0000050916&type=&dateb=&owner=include&count=40>. The SEC permits certain items of information required on Form MA or Form MA-I to be provided by reference to such required information already filed by RBCCM in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by RBCCM on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org>, and RBCCM's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov>. For purposes of accessing such BrokerCheck reports or Form ADV, RBCCM's CRD number is 31194.
  - iii. **Most Recent Change in Legal or Disciplinary Event Disclosure.** RBCCM has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC that RBCCM deems material to your evaluation of RBCCM or this engagement.
- (d) **Future Supplemental Disclosures.** As required by MSRB Rule G-42, these disclosures may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of RBCCM. RBCCM will provide the Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

Sincerely,



RBC CAPITAL MARKETS, LLC

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Manager Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Deliberate and act on Marketing and Tourism Agreement with the Groves Chamber of Commerce and Tourist Center.

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

Submitted to City Manager's Office on: Date: 7/23/25 Time: 9:45 a.m. By: C THIBODEAUX

Explanation of Item: See accompanying memo.

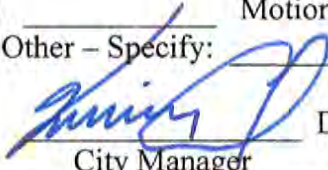
Deadline for Approval: 9/22/25

Staff Recommendation: Staff recommends the City Council execute a Marketing and Tourism Agreement with the Groves Chamber of Commerce and Tourist Center, as presented.

Alternative (if any) for consideration: None

Identify any attachments to this document: 1) City Manager's 7/24/25 Memo, 2) Current Agreement, and 3) Proposed Agreement.

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

Signed:                                  Date:          Approved:  Date: 07/24/25  
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. 5-99-06-150 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



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## MEMORANDUM

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To: Mayor and City Council

From: Kevin Carruth, City Manager *KC*

Date: July 24, 2025

Re: Groves Chamber of Commerce Marketing & Tourism Agreement



The City contracts with the Groves Chamber of Commerce to conduct marketing and tourism functions on our behalf. The funding comes from the City's Hotel/Motel Occupancy Tax funds, which are encumbered to be spent on these activities. The funding history for the Chamber's Marketing and Tourism agreement with the City is detailed in the table below:

Fiscal Year	Amount
2002-2003	\$60,000
2003-2004	\$60,000
2004-2005	\$60,000
2005-2006	\$60,000
2006-2007	\$60,000
2007-2008	\$60,000
2008-2009	\$40,000
2009-2010	\$40,000
2010-2011	\$40,000
2011-2012	\$40,000
2012-2013	\$40,000
2013-2014	\$40,000
2014-2015	\$40,000
2015-2016	\$40,000
2016-2017	\$40,000
2017-2018	\$60,000
2018-2019	\$60,000
2019-2020	\$60,000
2020-2021	\$60,000
2021-2022	\$65,000
2022-2023	\$60,000
2024-2025	\$60,000
2025-2026 (Proposed)	\$70,000

The current agreement expires October 9, 2025. Aside from the formatting, the proposed agreement is the same as the existing agreement except for:

1. \$10,000 has been added to the annual amount on line 17;
2. \$2,500 has been added to the quarterly amount in line 18;
3. The addition of performance indicators in line 91; and
4. Increasing the insurance requirement in line 150 to \$1,000,000.

Five thousand dollars of the additional \$10,000 will go towards Celebration Park (recently taken over by the Chamber), and \$5,000 for increased operational and tourism expenses.

Staff recommends approval of the agreement, as presented.

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

***www.cigrovestx.com***

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1                                   **Marketing and Tourism Agreement Between the**  
2                                   **City of Groves and the Groves Chamber of Commerce and Tourist Center**

---

3  
4   This Agreement is made this the 28th day of August, 2025, by and between the CITY OF  
5   GROVES, ("City"), a municipal corporation of Jefferson County, Texas, and the GROVES  
6   CHAMBER OF COMMERCE & TOURIST CENTER, ("Chamber of Commerce"), a Texas non-  
7   profit corporation.  
8

9   **Section I – Authority**

10   The CITY OF GROVES, by authority of powers granted to it under state statutes and its home-rule  
11   charter has heretofore enacted a local hotel occupancy tax on occupants of hotels within the City.  
12

13   **Section II – Payment & Scope of Work**

14   As part of its obligation under state statutes (primarily Texas Tax Code, Section 351.101) to use  
15   local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel  
16   industry, the CITY OF GROVES hereby agrees to pay to the GROVES CHAMBER OF  
17   COMMERCE & TOURIST CENTER, the sum of \$70,000 annually payable in quarterly  
18   installments of \$17,500.00 each, from money actually received by the city from the local hotel  
19   occupancy tax in the previous quarter, or from available funds in the hotel occupancy tax fund  
20   balance, in consideration for the Chamber of Commerce & Tourist Center advertising and  
21   promoting tourism for the visitor market from which the City derives direct tourism income benefit.  
22   This payment is conditioned upon the receipt by the City of funds of at least this amount from the  
23   hotel occupancy tax in the previous quarter, or funds being available from the hotel occupancy tax  
24   fund balance of the City. Should the amount received by the City for any quarter of a year be less  
25   than this amount, and funds not be available from the hotel occupancy tax fund balance, the amount  
26   paid to the Chamber of Commerce & Tourist Center shall be reduced to the amount actually  
27   received in the previous quarter. The amount of this payment shall be subject to annual review and  
28   adjustment at the beginning of each fiscal year of the City.  
29

30   The Chamber of Commerce agrees that any local hotel occupancy tax funds paid to it by the City  
31   shall be used only in the following specific areas:  
32

- 33       1. The operation, maintenance and administration of the Visitor and Tourist Center;  
34  
35       2. The furnishings of facilities, personnel, and materials for the registration of convention  
36       delegates or registrants;  
37  
38       3. Advertising and conducting solicitations and promotional programs to attract tourists and  
39       convention delegates or registrants to the municipality or its vicinity; or  
40  
41       4. Advertising and conducting solicitations and promotional programs to encourage tourists  
42       and convention delegates to visit preserved historic sites, museums, or programs to promote  
43       the parts and recreational facilities where authorized by law.  
44



45 The Chamber of Commerce agrees that not less than the amount of revenue received by the  
46 municipality from the tax at a rate of 1% of the cost of a room will be spent on the advertising and  
47 solicitations described in the foregoing sub paragraph (3) above, as provided by Texas Tax Code,  
48 Section 351.103(a)(2).

49  
50 The Chamber of Commerce further agrees to conduct a continuing program of advertising and  
51 promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the  
52 City of Groves, by publishing and distributing brochures and community information packets, by  
53 advertising in various tourists publications and general media publications which are appropriate, by  
54 representing the City of Groves at travel shows and other such events, by participating with state  
55 and regional agencies in tourist development programs of benefit to the local area and to the City of  
56 Groves, and by using all appropriate means to increase the traveling public's awareness of the resort  
57 and recreational advantages of the local area and the City of Groves.

58  
59 The Chamber of Commerce also agrees that it will seek to achieve economic benefit for the City of  
60 Groves through all of such activities, that it will provide tourist-related information about the City  
61 of Groves upon request, and that it will serve as an advisory body to the City, upon request, in  
62 matters related to expanding the tourist derived economy.

### 63 64 **Section III – Independent Contractor**

65 It is expressly understood and agreed by and between the parties that the GROVES CHAMBER OF  
66 COMMERCE & TOURIST CENTER is hired and engaged as an independent contractor and is not  
67 an officer, agent, or employee of the CITY OF GROVES.

### 68 69 **Section IV – Assurance of Performance**

70 The Chamber of Commerce shall secure sufficient numbers of employees to accomplish this  
71 Agreement. The Chamber of Commerce shall further provide such office space, equipment,  
72 supplies and other materials as may be necessary to accomplish the purposes of this Agreement.

### 73 74 **Section V – Budget, Reporting, and Fiduciary Obligations**

75 The Chamber of Commerce shall provide to the City, prior to obtaining any local hotel occupancy  
76 tax funds, a proposed budget for the upcoming year, said budget to be approved by the City Council  
77 in writing in advance of the release of any local hotel occupancy tax funds. This budget shall be  
78 based upon the City Finance Director's estimate of hotel-motel tax revenue for the upcoming year  
79 and shall include line items for each proposed expenditure to be paid from hotel-motel tax funds  
80 and what portion is to be paid from Chamber of Commerce funds.

81  
82 It is understood and agreed by and between the parties that, upon budget approval by the  
83 municipality, a fiduciary duty is created in the GROVES CHAMBER OF COMMERCE &  
84 TOURIST CENTER with respect to expenditure of revenue provided. Together with the proposed  
85 budget, the Chamber of Commerce must provide a list of the scheduled activities, programs, and  
86 events for the work program with estimated expenditures. This work program is intended to  
87 enhance and promote tourism and the convention and hotel industry. These activities may include  
88 items submitted by the City or Chamber with estimated expenditures for each item.

Thereafter, the Chamber of Commerce shall provide to the City Council, at least quarterly, periodic reports of the expenditures made as well as mutually agreed to performance indicators for the scope of work in Section II. Invoices for these expenditures with revenue from the local hotel occupancy tax will be made available for review.

The Chamber of Commerce further agrees that it shall maintain said revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account. At the end of the contract period, the Chamber may be subject to audit by a CPA authorized and licensed by the State of Texas to perform these services. If such an audit is ordered at the request of either party to this Agreement, the City and Chamber will each (1/2) of the cost of the audit.

The GROVES CHAMBER OF COMMERCE & TOURIST CENTER shall maintain complete and accurate financial records of each expenditure of local hotel occupancy tax revenue and, upon request of the City Council or other person, shall make the records available for inspection and review during normal business hours. The City will do the same.

It is understood and agreed by and between the parties that hotel occupancy tax funds may be spent by the Chamber of Commerce for day-to-day operations, including supplies, salaries, office rental, travel expenses, and other administrative costs, if the same have been previously approved in the budget and if directly related to the promotion of tourism. The position of the total administrative cost for which hotel occupancy tax revenues are expended may not exceed actual administrative cost for these services.

#### **Section VI – Term**

This Agreement shall be effective as of October 9, 2025, and shall continue in force for a period of two (2) years, that is, through and including October 8, 2027. The City Council shall review the agreement annually prior to budget adoption. However, either the City or the Chamber of Commerce shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice.

#### **Section VII – Notices**

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States Mail, either certified or registered mail, postage prepaid and addressed to the CITY OF GROVES, City Hall, Post Office Box 846, Groves, TX, 77619, or the GROVES CHAMBER OF COMMERCE & TOURIST CENTER, 4399 Main Avenue, Groves, TX, 77619.

#### **Section VIII – Assignment**

No part of this Agreement may be assigned or delegated without the prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the GROVES CHAMBER OF COMMERCE & TOURIST CENTER from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

#### **Section IX – Choice of Law**

This Agreement shall be subject to the laws and statutes of the State of Texas.



136  
137 **Section X – Indemnity**

138 The GROVES CHAMBER OF COMMERCE & TOURIST CENTER agrees to and shall indemnify  
139 and hold harmless and defend the City of Groves, Texas, its officers, agents, and employees from  
140 any and all claims, losses, causes of action and damages, suits, and liability of every kind including  
141 all expenses of litigation, court costs, and attorney's fees, for injury to or death to any person, or for  
142 damage to any property, arising from or in connection with the operations of the GROVES  
143 CHAMBER OF COMMERCE & TOURIST CENTER, its officers, agents and employees, carried  
144 out, for use in the fulfillment of its operations pursuant to this agreement.  
145

146 **Section X – Insurance**

147 The Groves Chamber of Commerce & Tourist Center shall maintain a comprehensive general  
148 liability insurance policy, with an insurance company or companies authorized to do business in the  
149 State of Texas, which shall include bodily injury, property damage, contractual and automobile  
150 liability coverage with a minimum of not less than \$1,000,000. Said insurance policies shall name  
151 the City of Groves as an additional insured. Said policies, or duplicate originals thereof, must be  
152 filed with City Clerk of the City before any operations contemplated by this Agreement are begun.  
153

154 IN WITNESS WHEREOF, the parties have executed this Agreement on the 28<sup>th</sup> day of  
155 August, 2023  
156

157 CITY OF GROVES TEXAS  
158

159 By: \_\_\_\_\_  
160 Chris Borne Mayor  
161

162 GROVES CHAMBER OF COMMERCE &  
163 TOURIST CENTER  
164

165 By: \_\_\_\_\_  
166

167  
168 THE STATE OF TEXAS §

169  
170 COUNTY OF JEFFERSON §  
171

172 This instrument was acknowledged before me this \_\_\_\_ day of August, 2025 by  
173 \_\_\_\_\_,  
174 \_\_\_\_\_ of the GROVES CHAMBER OF COMMERCE  
175 & TOURIST CENTER, a Texas non-profit corporation on behalf of said corporation.  
176  
177  
178  
179  
180

Notary Public State of Texas

## PUBLICITY and TOURISM AGREEMENT

This Agreement is made this the 9th day of October, 2023, by and between the CITY OF GROVES, ("City"), a municipal corporation of Jefferson County, Texas, and the GROVES CHAMBER OF COMMERCE & TOURIST CENTER, ("Chamber of Commerce"), a Texas non-profit corporation.

### I.

The CITY OF GROVES, by authority of powers granted to it under state statutes and its home-rule charter has heretofore enacted a local hotel occupancy tax on occupants of hotels within the City.

### II.

As part of its obligation under state statutes (primarily Texas Tax Code, Section 351.101) to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry, the CITY OF GROVES hereby agrees to pay to the GROVES CHAMBER OF COMMERCE & TOURIST CENTER, the sum of \$60,000 annually payable in quarterly installments of \$15,000.00 each, from money actually received by the city from the local hotel occupancy tax in the previous quarter, or from available funds in the hotel occupancy tax fund balance, in consideration for the Chamber of Commerce & Tourist Center advertising and promoting tourism for the visitor market from which the City derives direct tourism income benefit. This payment is conditioned upon the receipt by the City of funds of at least this amount from the hotel occupancy tax in the previous quarter, or funds being available from the hotel occupancy tax fund balance of the City. Should the amount received by the City for any quarter of a year be less than this amount, and funds not be available from the hotel occupancy tax fund balance, the amount paid to the Chamber of Commerce & Tourist Center shall be reduced to the amount actually received in the previous quarter. The amount of this payment shall be subject to annual review and adjustment at the beginning of each fiscal year of the City.

The Chamber of Commerce agrees that any local hotel occupancy tax funds paid to it by the City shall be used only in the following specific areas:

- 1) The operation, maintenance and administration of the Visitor and Tourist Center;
- 2) The furnishings of facilities, personnel, and materials for the registration of convention delegates or registrants.
- 3) Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity; or
- 4) Advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites, museums, or programs to promote the parts and recreational facilities where authorized by law.



The Chamber of Commerce agrees that not less than the amount of revenue received by the municipality from the tax at a rate of 1% of the cost of a room will be spent on the advertising and solicitations described in the foregoing subparagraph (3) above, as provided by Texas Tax Code, Section 351.103(a)(2).

The Chamber of Commerce further agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the local area and to the City of Groves, by publishing and distributing brochures and community information packets, by advertising in various tourists publications and general media publications which are appropriate, by representing the City of Groves at travel shows and other such events, by participating with state and regional agencies in tourist development programs of benefit to the local area and to the City of Groves, and by using all appropriate means to increase the traveling public's awareness of the resort and recreational advantages of the local area and the City of Groves.

The Chamber of Commerce also agrees that it will seek to achieve economic benefit for the City of Groves through all of such activities, that it will provide tourist-related information about the City of Groves upon request, and that it will serve as an advisory body to the City, upon request, in matters related to expanding the tourist derived economy.

### III.

It is expressly understood and agreed by and between the parties that the GROVES CHAMBER OF COMMERCE & TOURIST CENTER is hired and engaged as an independent contractor and is not an officer, agent or employee of the CITY OF GROVES.

### IV.

The Chamber of Commerce shall secure sufficient numbers of employees to accomplish this Agreement. The Chamber of Commerce shall further provide such office space, equipment, supplies and other materials as may be necessary to accomplish the purposes of this Agreement.

### V.

The Chamber of Commerce shall provide to the City, prior to obtaining any local hotel occupancy tax funds, a proposed budget for the upcoming year, said budget to be approved by the City Council in writing in advance of the release of any local hotel occupancy tax funds. This budget shall be based upon the City Finance Director's estimate of hotel-motel tax revenue for the upcoming year and shall include line items for each proposed expenditure is to be paid from hotel-motel tax funds and what portion is to be paid from chamber of commerce funds.

It is understood and agreed by and between the parties that, upon budget approval by the municipality, a fiduciary duty is created in the GROVES CHAMBER OF COMMERCE & TOURIST CENTER with respect to expenditure of revenue provided. Together with the proposed budget, the Chamber of Commerce must provide a list of the scheduled activities, programs, and events for the work

program with estimated expenditures. This work program is intended to enhance and promote tourism and the convention and hotel industry. These activities may include items submitted by the city or chamber with estimated expenditures for each item.

Thereafter, the Chamber of Commerce shall provide to the City Council periodic reports, at least monthly, a report of the expenditures made. Invoices for these expenditures with revenue from the local hotel occupancy tax will be made available for review. The Chamber of Commerce shall also provide financial reports related to the Pecan Festival yearly. All financial reports and periodic reports shall be provided to the City Finance Director, City Manager, and Mayor.

It is further agreed by the Chamber of Commerce that it shall maintain said revenue in a separate account established for that purpose and that it shall not commingle that revenue with any other money or maintain it in any other account. At the end of the contract period, the Chamber may be subject to audit by a CPA authorized and licensed by the State of Texas to perform these services. If such an audit is ordered at the request of either party to this Agreement, the City and Chamber will each (1/2) of the cost of the audit.

The GROVES CHAMBER OF COMMERCE & TOURIST CENTER shall maintain complete and accurate financial records of each expenditure of local hotel occupancy tax revenue and, upon request of the City Council or other person, shall make the records available for inspection and review during normal business hours. The City will do the same.

It is understood and agreed by and between the parties that hotel occupancy tax funds may be spent by the Chamber of Commerce for day-to-day operations including supplies, salaries, office rental, travel expenses, and other administrative costs, if same have been previously approved in the budget and if directly related to the promotion of tourism. The position of the total administrative cost for which hotel occupancy tax revenues are expended may not exceed actual administrative cost for these serves.

#### VI.

This Agreement shall be effective as of October 9, 2023, and shall continue in force for a period of two (2) years, that is, through and including October 9, 2025. The City Council shall review the agreement annually prior to budget adoption. However, either the City or the Chamber of Commerce shall, upon affording proper written notice in the manner herein below provided, have the option to terminate this Agreement at any time within thirty (30) days after giving such notice.

#### VII.

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States Mail, either certified or registered mail, postage prepaid and addressed to the CITY OF GROVES, City Hall, Post Office Box 846, Groves, TX 77619, or the GROVES CHAMBER OF COMMERCE & TOURIST CENTER, 4399 Main Avenue, Groves, TX 77619.



VIII.

No part of this Agreement may be assigned or delegated without the prior written consent of the other party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the GROVES CHAMBER OF COMMERCE & TOURIST CENTER from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

IX.

This Agreement shall be subject to the laws and statutes of the State of Texas.

X.

INDEMNITY CLAUSE

The GROVES CHAMBER OF COMMERCE & TOURIST CENTER agrees to and shall indemnify and hold harmless and defend the City of Groves, Texas, its officers, agents, and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney's fees, for injury to or death to any person, or for damage to any property, arising from or in connection with the operations of the GROVES CHAMBER OF COMMERCE & TOURIST CENTER, its officers, agents and employees, carried out, for use in the fulfillment of its operations pursuant to this agreement.

XI.

The Groves Chamber of Commerce & Tourist Center shall maintain a comprehensive general liability insurance policy, with an insurance company or companies authorized to do business in the State of Texas, which shall include bodily injury, property damage, contractual and automobile liability coverage with a minimum of not less than \$500,000. Said insurance policies shall name the City of Groves as an additional insured. Said policies, or duplicate originals thereof, must be filed with City Clerk of the City before any operations contemplated by this Agreement are begun.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 9<sup>th</sup> day of October, 2023

CITY OF GROVES TEXAS

By: 

Chris Borne Mayor

GROVES CHAMBER OF COMMERCE &  
TOURIST CENTER

By: Retha Kraus

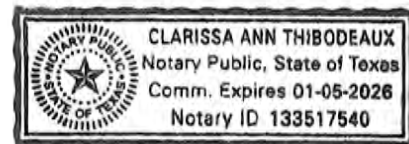
THE STATE OF TEXAS §

COUNTY OF JEFFERSON §

This instrument was acknowledged before me this 6<sup>th</sup> day of  
November, 2023 by Clarissa Thibodeaux, Letha Kraus of

The GROVES CHAMBER OF COMMERCE & TOURIST CENTER, a Texas non-profit  
corporation on behalf of said corporation.

[Signature]  
Notary Public State of Texas





**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: Finance Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Receive FY 2025-2026 Proposed Budget from City Manager.

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

Submitted to City Manager's Office on: Date: 7/24 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: A Workshop is scheduled for Wednesday, July 30, 2025, to deliberate on the proposed budget.

Deadline for Approval: Not an action item.

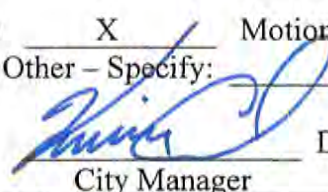
Staff Recommendation: \_\_\_\_\_

Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: \_\_\_\_\_

Specific Council Action Requested: None (Information item only) ☒ Motion \_\_\_\_\_

Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 07/24/25  
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 \_\_\_\_\_

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: Finance Agenda Item No. 13

Title for Item (same as to be placed on Agenda): Deliberate and act to set the date for a public hearing at Groves City Hall for the purpose to review the City of Groves' proposed FY 2025-2026 Appropriation Ordinance.

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

Submitted to City Manager's Office on: Date: 7/17/25 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: \_\_\_\_\_

Deadline for Approval: July 25, 2025

Staff Recommendation: Schedule a public hearing on Monday, August 11, 2025, at 5:00 p.m.

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: [Signature] Date: 07/21/25  
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: City of Groves



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: Finance Agenda Item No. 14

Title for Item (same as to be placed on Agenda): Deliberate and act to set the date for a public hearing at Groves City Hall for the purpose to review the City of Groves' proposed FY 2025-2026 Budget.

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

Submitted to City Manager's Office on: Date: 7/17/25 Time: 1:35 p.m. By: C. THIBODEAUX

Explanation of Item: \_\_\_\_\_

Deadline for Approval: July 25, 2025

Staff Recommendation: Schedule a public hearing on Monday, August 11, 2025, at 5:00 p.m.

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: [Signature] Date: 07/21/25  
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 \_\_\_\_\_

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Attorney Agenda Item No. 15

Title for Item (same as to be placed on Agenda): Deliberate and act on Ordinance 2025-12, suspending the rates proposed by Texas Gas Service Company's rate increase filing of June 30, 2025.

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

Submitted to City Manager's Office on: Date: 7/17/25 Time: 12:25 p.m. By: C THIBODEAUX

Explanation of Item: See accompanying memo.

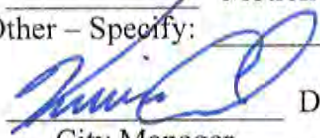
Deadline for Approval: November 17, 2025

Staff Recommendation: Staff recommends Council approve Ordinance 2025-12 authorizing the suspension of the effective date for an additional 90 days beyond the effective date proposed by Texas Gas Service in connection with its statement of intent to increase rates within the incorporated areas of their Central-Gulf Service Area, filed on June 30, 2025, and authorizing other action and making other findings, as presented.

Alternative (if any) for consideration: Accept the proposed rate increase.

Identify any attachments to this document: City Manager's July 20, 2025, memo and Ordinance 2025-12.

Specific Council Action Requested: None (Information item only)                      Motion            X  
Ordinance – Number 2025-12 Resolution – Number                      Other – Specify:                     

Signed:                                      Date:                      Approved:  Date: 07/21/25  
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



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## MEMORANDUM

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To: Mayor and City Council  
From: Kevin Carruth, City Manager *KC*  
Date: July 20, 2025  
Re: Proposed Texas Gas System Rate Increase

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Texas Gas Service (TGS) filed a Statement of Intent on June 30, 2025, to increase their rates, effective August 19, 2025. The total rate increase requested is \$41.1 million annually within its Central-Gulf Service Area, West North Service Area, and Rio Grande Valley Service Area, representing a 9.83% increase in non-gas revenues. If approved, the average increase for customers in the Small Residential Class would be \$3.94 for usage of 17 Ccf per month. Customers in the Large Residential Class using 46 Ccf per month would see an average decrease of \$2.99 per month.

As such, the City must act to approve, deny, modify, or suspend the rate increase request by August 19, 2025. Staff recommends that the City suspend the effective date of the proposed rate increase to permit time to review TGS's request and make an informed recommendation to the City.

The proposed ordinance suspends the rate increase for 90 days (until November 17, 2025) to give staff and Council time to properly review TGS's request and make an informed decision. The ordinance also authorizes hiring attorneys and rate experts, whose expenses will be reimbursed by TGS. If the ordinance is approved, the City will join the TGS Central-Gulf Service Area Steering Committee to coordinate efforts. The City has taken this action every time TGS has filed for a rate increase or made a Gas Reliability Infrastructure Program (GRIP) filing. The Lawton Law Firm has been hired by the City in the past to represent us in the filings.

Staff recommends approval of proposed Ordinance 2025-12, as presented.

ORDINANCE NO. 2025-12

**ORDINANCE OF THE CITY OF GROVES, TEXAS  
AUTHORIZING THE SUSPENSION OF THE EFFECTIVE DATE  
FOR AN ADDITIONAL NINETY (90) DAYS BEYOND THE  
EFFECTIVE DATE PROPOSED BY TEXAS GAS SERVICE  
COMPANY, A DIVISION OF ONE GAS, INC. IN CONNECTION  
WITH ITS STATEMENT OF INTENT TO INCREASE GAS RATES,  
FILED ON JUNE 30, 2025; AUTHORIZING THE HIRING OF  
LAWYERS AND RATE EXPERTS; AUTHORIZING THE CITY'S  
PARTICIPATION TO THE FULL EXTENT PERMITTED BY LAW  
AT THE RAILROAD COMMISSION OF TEXAS; REQUIRING  
REIMBURSEMENT OF MUNICIPAL RATE CASE EXPENSES;  
FINDING THAT THE MEETING COMPLIES WITH THE OPEN  
MEETINGS ACT; MAKING OTHER FINDINGS AND  
PROVISIONS RELATED TO THE SUBJECT; AND DECLARING  
AN EFFECTIVE DATE**

**WHEREAS**, on or about June 30, 2025, Texas Gas Service Company, a Division of ONE Gas, Inc. ("TGS" or "Company") filed a Statement of Intent with the City of Groves ("City") to increase gas rates within its Central-Gulf Service Area, West North Service Area, and Rio Grande Valley Service Area, by \$41.1 million per year, with a proposed effective date of August 19, 2025; and

**WHEREAS**, City has exclusive original jurisdiction over the rates, operations and services of a gas utility in areas in the municipality pursuant to Texas Utilities Code § 103.001; and

**WHEREAS**, Texas Utilities Code § 103.021 requires a local regulatory authority to make a reasonable determination of rate base, expenses, investment and rate of return and retain the necessary personnel to determine reasonable rates; and

**WHEREAS**, the City's reasonable cost for regulatory expenses in ratemaking proceedings shall be reimbursed by the gas utility under Texas Utilities Code § 103.022; and

**WHEREAS**, Texas Utilities Code § 104.107(a)(1) authorizes a local regulatory authority to suspend a utility's proposed rate change for not longer than 90 days after the date the rate change would otherwise be effective; and

**WHEREAS**, given the complexity of the proposed rate increase and the need to fully review the proposed rate adjustment, it is necessary to suspend the effective date for implementing the proposed rates until November 17, 2025, to allow the City's rate experts sufficient time to determine the merits of TGS's proposed rates; and



**WHEREAS**, to maximize the efficient use of resources and expertise in reviewing, analyzing, and investigating TGS's \$41.1 million rate increase request, City's efforts will be coordinated with similarly situated municipalities in TGS's Central-Gulf Service Area; and

**WHEREAS**, the City will join with other municipalities in a steering committee in order to coordinate the hiring and direction of counsel and consultants working on behalf of the steering committee and the City.

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

**Section 1.** That the statement and findings set out in the preamble to this ordinance are hereby in all things approved and adopted.

**Section 2.** The effective date of TGS's proposed rate increase, and the proposed tariffs related thereto, is hereby suspended for an additional ninety (90) days until November 17, 2025, in order to complete the review and investigation by City's experts.

**Section 3.** The City is authorized to join with other municipalities as part of the TGS Central-Gulf Service Area Steering Committee of Cities with the understanding that the steering committee will provide direction and guidance to the lawyers who are representing said cities.

**Section 4.** The City employs The Lawton Law Firm, P.C. to represent the City with regard to TGS's proposed rate increase before local and state regulatory authorities and any court of law and authorizes counsel to employ such rate experts as are recommended by the Steering Committee.

**Section 5.** The Steering Committee shall review the invoices of the lawyers and rate experts for reasonableness before submitting the invoices to TGS for reimbursement.

**Section 6.** TGS shall reimburse the City, through the designated representative of the Steering Committee, for the reasonable costs of attorneys and consultant fees and expenses related thereto, upon the presentation of invoices reviewed by the Steering Committee.

**Section 7.** The meeting at which this ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 8.** This ordinance shall become effective from and after its passage.

**PASSED AND APPROVED** this 28th day of July, 2025.

\_\_\_\_\_  
**Chris Borne, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Clarissa Thibodeaux, City Clerk**

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

\_\_\_\_\_  
**Brandon P. Monk, City Attorney**



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Manager Agenda Item No. 16

Title for Item (same as to be placed on Agenda): Deliberate and act on the approval of Ordinance 2025-13 calling for a General Election to be held on November 4, 2025, for the purpose of electing a Councilmember for Ward No. 1 and a Councilmember for Ward No. 3.

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

Submitted to City Manager's Office on: Date: 7/16/25 Time: 9:40 a.m. By: C. THIBODEAUX

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

Deadline for Approval: August 18, 2025

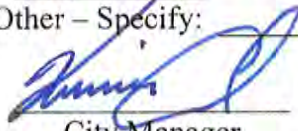
Staff Recommendation: Approve the ordinance, as presented.

Alternative (if any) for consideration: \_\_\_\_\_

identify any attachments to this document: Ordinance 2025-13 in English and Spanish

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

Ordinance – Number 2025-13 Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 07/20/25  
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 \_\_\_\_\_

**ORDINANCE NO. 2025-13**

**AN ORDINANCE CALLING AN ELECTION, IN ACCORDANCE WITH THE ORDER OF THE CITY COUNCIL, TO BE HELD WITHIN THE CITY OF GROVES ON THE 28TH DAY OF JULY, 2025, FOR THE PURPOSE OF ELECTING A COUNCILMEMBER IN WARD NO. 1 FOR A TWO-YEAR TERM AND A COUNCILMEMBER IN WARD NO. 3 FOR A TWO-YEAR TERM; FIXING THE HOURS THEREOF; DECLARING THE QUALIFICATIONS OF CANDIDATES; PROVIDING MEANS BY WHICH CANDIDATES MAY SECURE A PLACE UPON THE BALLOT; DECLARING THE QUALIFICATIONS OF ELECTORS; PROVIDING TERMS OF OFFICES; PROVIDING FOR THE ADOPTION AND INCORPORATION OF AN ELECTION SERVICES AGREEMENT BETWEEN JEFFERSON COUNTY, TEXAS AND THE CITY OF GROVES PROVIDING FOR A JOINT ELECTION, ESTABLISHING POLLING PLACES AND PROVIDING FOR THE APPOINTMENT OF ELECTION OFFICIALS; PROVIDING FOR PUBLICATION AND POSTING OF NOTICES; PROVIDING FOR POSTING A LIST OF CANDIDATES; PROVIDING FOR PREPARATION OF BALLOTS AND EXPENSES OF ELECTION; PROVIDING THAT ALL NOTICES, BALLOTS AND OTHER MATERIALS BE BILINGUAL, TO-WIT: ENGLISH AND SPANISH; PROVIDING FOR ELECTRONIC VOTING; AND PROVIDING AN EFFECTIVE DATE**

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

**SECTION 1:** - That pursuant to the Texas Election Code, an election has been ordered by the City Council and will be held in the City of Groves on the first Tuesday after the first Monday in November, to-wit: November 4, 2025, between the hours of 7:00 a.m. and 7:00 p.m. for the purpose of electing a Councilmember for Ward No. 1 to a two-year term and a Councilmember for Ward No. 3 for a two-year term.

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



and shall have resided within the corporate limits of the City of Groves at least six (6) months next preceding this election; that each candidate shall file his application for a place on the ballot with the City Clerk not later than 5:00 p.m. of the 78<sup>th</sup> day before election day, to-wit: August 18, 2025. An application may not be filed earlier than the 30<sup>th</sup> day before the date of the filing deadline. The application shall be a sworn application that said candidate meets all the qualifications prescribed by the Charter of said City and the Texas Election Code for a person to hold office; there shall be a filing fee of \$25.00; the application shall be verified before an officer qualified to administer oaths.

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

**SECTION 4:** - That the person elected Councilmember in Ward No. 1 shall hold office for a period of two (2) years, or until his successor shall have duly qualified; that the person elected Councilmember in Ward No. 3 shall hold office for a period of two (2) years, or until his successor shall have duly qualified. The City Council of the City of Groves shall meet on the 10<sup>th</sup> day of November, 2025, and canvass the returns and declare the results of said election, and the candidates receiving a majority of the votes cast at said election shall be declared to be elected. Should any candidate fail to receive a majority of the votes cast at said election for the office to which he is a candidate, then not later than the 5<sup>th</sup> day after the final canvass is completed, the Mayor shall order a runoff election to be held not earlier than the 30<sup>th</sup> day or later than the 45<sup>th</sup> day after the final canvass is completed, at which runoff election the names only of the two (2) candidates receiving the highest number of votes at the general election for the office for which they were candidates shall be printed on the ballots, and the candidate receiving the majority of the votes at the runoff election for which he is a candidate shall be duly elected.

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

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

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

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

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

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

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

**GROVES RECREATION CENTER, 6150 39<sup>th</sup> Street, Groves, TX 77619.**



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

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

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

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

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

**SECTION 11:** - The Office of the County Clerk of Jefferson County, Jefferson County Courthouse, 1085 Pearl Street, First Floor, Beaumont, TX 77701, shall be the voting place for all early voting by mail, and the name and mailing and physical addresses of the Early Voting Clerk are: Roxanne Acosta-Hellberg, Jefferson County Clerk; mailing address: P.O. Box 1151, Beaumont, TX 77704-1151; physical address: Jefferson County Courthouse, 1085 Pearl

Street, First Floor, Beaumont, TX 77701.

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

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

or delivered by common or contract carrier to:

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

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

Early voting by mail shall be conducted during the same period as early voting by personal appearance, except that envelopes containing mailed ballots must arrive at the address on the carrier envelope before the polls are required to close on Election Day, unless otherwise determined to be timely pursuant to Article 86.007, Texas Election Code. Applications for ballot by mail must be received no later than the close of business on October 24, 2025.

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

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



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

**SECTION 14:** - The City Council shall meet on the 10th day of November, 2025, at 5:00 p.m. at its regular meeting place and canvass the returns and declare the results of said election.

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

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of Groves held on the 28th day of July, 2025.

\_\_\_\_\_  
**Chris Borne, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Clarissa Thibodeaux, City Clerk**

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

\_\_\_\_\_  
**Brandon P. Monk, City Attorney**

## **ORDENANZA NRO. 2025-13**

**ORDENANZA QUE CONVOCA UNA ELECCIÓN, DE ACUERDO CON UNA ORDEN DEL CONSEJO MUNICIPAL, A CELEBRARSE EN LA CIUDAD DE GROVES EL DÍA 28 DE JULIO DE 2025, CON EL FIN DE ELEGIR UN CONCEJAL PARA EL DISTRITO NRO. 1 POR UN MANDATO DE DOS AÑOS Y UN CONCEJAL PARA EL DISTRITO NRO. 3 POR UN MANDATO DE DOS AÑOS; FIJA EL HORARIO DE ELLA; DECLARA LOS REQUISITOS DE LOS CANDIDATOS; DISPONE LOS MEDIOS POR LOS CUALES LOS CANDIDATOS PUEDEN OBTENER UN LUGAR EN LA BOLETA DE VOTACIÓN; DECLARA LOS REQUISITOS DE ELEGIBILIDAD DE LOS VOTANTES; DISPONE LOS TÉRMINOS DE LOS CARGOS; DISPONE LA ADOPCIÓN E INCORPORACIÓN DE UN CONVENIO DE SERVICIOS ELECTORALES ENTRE EL CONDADO DE JEFFERSON, TEXAS, Y LA CIUDAD DE GROVES QUE DISPONE UNA ELECCIÓN CONJUNTA, ESTABLECE LOS LUGARES DE VOTACIÓN Y LA DESIGNACIÓN DE LOS FUNCIONARIOS ELECTORALES; DISPONE LA PUBLICACIÓN Y COLOCACIÓN DE AVISOS; DISPONE LA COLOCACIÓN DE UNA LISTA DE CANDIDATOS; DISPONE LA PREPARACIÓN DE LAS BOLETAS DE VOTACIÓN Y LOS GASTOS DE LA ELECCIÓN; DISPONE QUE TODOS LOS AVISOS, BOLETAS DE VOTACIÓN Y OTROS MATERIALES SEAN BILINGÜES, A SABER: INGLÉS Y ESPAÑOL; DISPONE EL USO DE VOTACIÓN ELECTRÓNICA; Y DISPONE LA FECHA DE ENTRADA EN VIGENCIA**

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

**SECCIÓN 1:** - Que en conformidad con el Código Electoral de Texas, el Consejo Municipal ordenó una elección que se llevará a cabo en la Ciudad de Groves el primer martes después del primer lunes de noviembre, a saber: el 4 de noviembre de 2025, en el horario de 7:00 a.m. a 7:00 p.m. con el fin de elegir un Concejal para el Distrito Nro. 1 por un mandato de dos años y un Concejal para el Distrito Nro. 3 por un mandato de dos años.



**SECCIÓN 2:** - Que los candidatos para cada uno de los cargos para los cuales se celebra esta elección deberán ser ciudadanos de los Estados Unidos de América y votantes habilitados en el Estado de Texas, y deben haber residido dentro de los límites corporativos de la Ciudad de Groves por al menos los seis (6) meses precedentes a esta elección; que cada candidato deberá presentar su solicitud de un lugar en la boleta de votación ante la Secretaria de la Ciudad no más tarde de las 5:00 p.m. del 78.º día precedente a la elección, a saber: el 18 de agosto de 2025. No se puede presentar una solicitud antes del 30.º día anterior a la fecha límite para presentar la solicitud. La solicitud debe ser una solicitud jurada que indique que dicho candidato satisface los requisitos prescritos en la Carta Orgánica de dicha Ciudad y en el Código Electoral de Texas para que una persona pueda ocupar un cargo; habrá un costo de \$25.00 para presentar la solicitud; la solicitud deberá ser verificada ante un funcionario calificado para administrar juramentos.

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

**SECCIÓN 4:** - Que la persona que sea elegida Concejal en el Distrito Nro. 1 ocupará el cargo por un período de dos (2) años o hasta que su sucesor sea debidamente calificado; que la persona que sea elegida Concejal en el Distrito Nro. 3 ocupará el cargo por un período de dos (2) años o hasta que su sucesor sea debidamente calificado. El Consejo Municipal de la Ciudad de Groves se reunirá el día 10 de noviembre de 2025 para escrutar los resultados y declarar los resultados de dicha elección; y los candidatos que reciban una mayoría de los votos emitidos en dicha elección serán declarados electos. Si ningún candidato alcanza una mayoría de los votos emitidos en dicha elección para el cargo para el que es candidato, el 5.º día a más tardar después de concluido el escrutinio final, el Alcalde deberá convocar una elección de desempate la cual se celebrará no antes del 30.º día después ni más tarde del 45.º día después de concluido el escrutinio

final, elección de desempate en la cual solamente los nombres de los dos (2) candidatos que recibieron el mayor número de votos en la elección general para el cargo para el cual son candidatos serán impresos en las boletas de votación, y el candidato que reciba la mayoría de los votos en la elección de desempate en la que es candidato será debidamente electo.

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

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

**SECCIÓN 7:** - Por el presente, la Ciudad de Groves adopta los precintos electorales del condado para esta elección y adoptará los lugares de votación anticipada y los lugares de votación del día de elección que usará el Condado de Jefferson, y todas las fechas y horarios de votación anticipada recomendados por la Funcionaria Contratante en el mencionado Convenio de Servicios Electorales de acuerdo al Código Electoral de Texas.

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



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

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

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

**GROVES RECREATION CENTER, 6150 39<sup>th</sup> Street, Groves, TX 77619.**

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

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

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

**SECCIÓN 9:** - La Secretaria del Condado, como Funcionaria Contratante, deberá entregar un Aviso a cada Juez Presidente y a cada Juez Alterno según lo dispone el Código Electoral de Texas y el Convenio de Servicios Electorales adjunto.

**SECCIÓN 10:** - Que en dicha elección se deberá usar un sistema electrónico de votación según lo definido y descrito en el Código Electoral de Texas, y el Tribunal de

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

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

Todas las solicitudes de boletas de voto por correo de la Ciudad de Groves deberán enviarse por correo a la Oficial de Votación Anticipada:

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

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

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

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

La votación anticipada por correo se llevará a cabo durante el mismo periodo que la votación anticipada en persona, salvo que los sobres con votos emitidos deben llegar a la dirección que figura en el sobre de envío antes de que cierren las casillas electorales el Día de Elección, a no ser que su puntualidad sea determinada de otra manera en conformidad con el Artículo 86.007 del Código Electoral de Texas. Las solicitudes de boletas de voto por correo deben ser recibidas antes del cierre del horario de oficina del 24 de octubre de 2025.

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

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

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

**SECCIÓN 14:** - El Consejo Municipal se reunirá el día 10 de noviembre de 2025 a las 5:00 p.m. en su lugar habitual de reunión, para escrutar los resultados y declarar los resultados de dicha elección.

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

**ACEPTADA, APROBADA Y ADOPTADA** en una asamblea ordinaria del Consejo Municipal de la Ciudad de Groves realizada el 28 de julio de 2025.



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**Chris Borne, Alcalde**

**ATESTIGUA:**

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**Clarissa Thibodeaux, Secretaria de la Ciudad**

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

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**Brandon P. Monk, Abogado de la Ciudad**

## EARLY VOTING October 20 – October 31

**November Constitutional Amendment Election – Countywide Polling – All precincts may vote at any Vote Center.**  
(Elección de enmienda constitucional de noviembre – Lugares de votación en todo el condado – Todos los precintos pueden votar en cualquier centro de votación.)

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

### **DATES AND HOURS FOR ALL ABOVE LOCATIONS:**

(Fechas y Horas para todas las localizaciones anteriores):

October 20 – 24, 2025 (Octubre 20 – 24, 2025)	Monday - Friday (Lunes - Viernes)	8:00 a.m. - 5:00 p.m.
October 25, 2025 (Octubre 25, 2025)	Saturday (Sábado)	7:00 a.m. - 7:00 p.m.
October 26, 2025 (Octubre 26, 2025)	Sunday (Domingo)	12:00 p.m. - 6:00 p.m.
October 27 – October 31, 2025 (Octubre 27 – Octubre 31, 2025)	Monday – Friday (Lunes – Viernes)	7:00 a.m. – 7:00 p.m.

## **Exhibit A**

## ELECTION DAY NOVEMBER 4, 2025

**November Constitutional Amendment Election – Countywide Polling – All precincts may vote at any Vote Center.**  
(Elección de enmienda constitucional de noviembre – Lugares de votación en todo el condado – Todos los precintos pueden votar en cualquier centro de votación.)

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

### Exhibit B



**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 7/28/2025 Department: City Manager Agenda Item No. 17

Title for Item (same as to be placed on Agenda): Notice of a General Election to be held on November 4, 2025, in the City of Groves.

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

Submitted to City Manager's Office on: Date: 7/16/25 Time: 8:30 a.m. By: C THIBODEAUX

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


Deadline for Approval: N/A

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

Alternative (if any) for consideration: N/A

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

Specific Council Action Requested: None (Information item only) ☒ Motion ☐  
Ordinance – Number \_\_\_\_\_ Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 07/21/25  
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 \_\_\_\_\_

## **NOTICE OF GENERAL ELECTION**

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

By order of the City Council, notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., on November 4, 2025, for voting in a general election to elect the following municipal officers:

- (1) Councilmember in Ward No. 1 for a two-year term
- (2) Councilmember in Ward No. 3 for a two-year term

### **THE EARLY VOTING POLLING LOCATION**

within the City of Groves is as follows:

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

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

### **THE ELECTION DAY POLLING LOCATIONS**

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

**GROVES RECREATION CENTER**, 6150 39<sup>th</sup> Street, Groves, TX 77619.

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

### **EARLY VOTING BY MAIL**

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

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

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

or delivered by common or contract carrier to:

Roxanne Acosta-Hellberg

Jefferson County Clerk  
1085 Pearl Street, First Floor  
Beaumont, TX 77701

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

Early voting by mail shall be conducted during the same period as early voting by personal appearance, except that envelopes containing mailed ballots must arrive at the address on the carrier envelope before the polls are required to close on Election Day, unless otherwise determined to be timely pursuant to Article 86.007, Texas Election Code. Applications for ballot by mail must be received no later than the close of business on October 24, 2025.

ISSUED this the 28th day of July, 2025.

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**Chris Borne, Mayor**  
**City of Groves**

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

**WITNESS MY HAND AND THE OFFICIAL SEAL OF SAID CITY OF GROVES,**  
this 28th day of July, 2025.

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**Clarissa Thibodeaux, City Clerk**



## **AVISO DE ELECCIÓN GENERAL**

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

Por orden del Consejo Municipal, se notifica por el presente que los lugares de votación indicados a continuación estarán abiertos de 7:00 a.m. a 7:00 p.m. el 4 de noviembre de 2025 para votar en una elección general para elegir a los siguientes funcionarios municipales:

- (1) Concejal del Distrito Nro. 1 por un mandato de dos años
- (2) Concejal del Distrito Nro. 3 por un mandato de dos años

### **EL LUGAR DE VOTACIÓN ANTICIPADA**

dentro de la Ciudad de Groves es el siguiente:

**GROVES RECREATION CENTER, 6150 39<sup>th</sup> Street, Groves, TX 77619**

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

### **LOS LUGARES DE VOTACIÓN DEL DÍA DE ELECCIÓN**

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

**GROVES RECREATION CENTER, 6150 39<sup>th</sup> Street, Groves, TX 77619.**

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

### **VOTACIÓN ANTICIPADA POR CORREO**

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

Todas las solicitudes de boletas de voto por correo de la Ciudad de Groves deberán enviarse por correo a la Oficial de Votación Anticipada:

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

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

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

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

La votación anticipada por correo se llevará a cabo durante el mismo periodo que la votación anticipada en persona, salvo que los sobres con votos emitidos deben llegar a la dirección que figura en el sobre de envío antes de que cierren las casillas electorales el Día de Elección, a no ser que su puntualidad sea determinada de otra manera en conformidad con el Artículo 86.007 del Código Electoral de Texas. Las solicitudes de boletas de voto por correo deben ser recibidas antes del cierre del horario de oficina del 24 de octubre de 2025.

EMITIDO el 28 de julio de 2025.

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**Chris Borne, Alcalde**  
**Ciudad de Groves**

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

**DAN TESTIMONIO MI FIRMA Y EL SELLO OFICIAL DE DICHA CIUDAD DE GROVES,** este día 28 de julio de 2025.

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**Clarissa Thibodeaux, Secretaria de la Ciudad**

## EARLY VOTING October 20 – October 31

**November Constitutional Amendment Election – Countywide Polling – All precincts may vote at any Vote Center.**  
(Elección de enmienda constitucional de noviembre – Lugares de votación en todo el condado – Todos los precintos pueden votar en cualquier centro de votación.)

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

### **DATES AND HOURS FOR ALL ABOVE LOCATIONS:**

(Fechas y Horas para todas las localizaciones anteriores):

October 20 – 24, 2025 (Octubre 20 – 24, 2025)	Monday - Friday (Lunes - Viernes)	8:00 a.m. - 5:00 p.m.
October 25, 2025 (Octubre 25, 2025)	Saturday (Sábado)	7:00 a.m. - 7:00 p.m.
October 26, 2025 (Octubre 26, 2025)	Sunday (Domingo)	12:00 p.m. - 6:00 p.m.
October 27 – October 31, 2025 (Octubre 27 – Octubre 31, 2025)	Monday – Friday (Lunes – Viernes)	7:00 a.m. – 7:00 p.m.

## **Exhibit A**



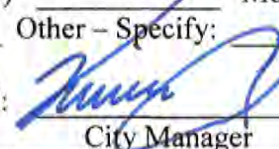
## ELECTION DAY NOVEMBER 4, 2025

**November Constitutional Amendment Election – Countywide Polling – All precincts may vote at any Vote Center.**  
(Elección de enmienda constitucional de noviembre – Lugares de votación en todo el condado – Todos los precintos pueden votar en cualquier centro de votación.)

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

### Exhibit B

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: <u>7/28/2025</u>		Department: <u>City Manager</u>	Agenda Item No. <u>18</u>
Title for Item (same as to be placed on Agenda): <u>Deliberate and act on approval of a Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.</u>			
Party(ies) requesting placement of this item on the agenda: <u>City Clerk Clarissa Thibodeaux</u>			
Submitted to City Manager's Office on: Date: <u>7/21/25</u>		Time: <u>8:40 a.m.</u>	By: <u>C. THIBODEAUX</u>
Explanation of Item: <u>The City of Groves has contracted with Jefferson County for election services since around 2006 as a cost savings measure. The cost for the last election was \$10,000.00 with the addition of a runoff election at \$21,416.73. The proposed FY2025-2026 budget allocates \$30,000 for elections.</u>			
Deadline for Approval: <u>Immediately</u>			
Staff Recommendation: <u>Staff recommends Council approve the Joint Election Agreement with Jefferson County and authorizing the City Manager to negotiate and execute all necessary documents.</u>			
Alternative (if any) for consideration: <u>Conduct the election in-house.</u>			
Identify any attachments to this document: <u>Joint Election Agreement.</u>			
Specific Council Action Requested: None (Information item only) _____		Motion	<u>X</u>
Ordinance – Number _____	Resolution – Number _____	Other – Specify:	_____
Signed: _____	Date: _____	Approved: 	Date: <u>07/21/25</u>
Department Head		City Manager	
<b>FUNDING (IF APPLICABLE)</b>			
Are sufficient funds specifically designated and currently available for this purpose? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, specify account no. _____		If no, explain and identify intended funding source: _____	
<b>PAYMENT REQUEST</b>			
Amount of requested payment \$ _____		Cumulative total of payments to date for this project/item (if applicable): \$ _____	
Balance due for this project/purchase (if applicable): \$ _____			
<b>ACTION TAKEN BY COUNCIL</b>			
APPROVED: <input type="checkbox"/> NOT APPROVED: <input type="checkbox"/> Any follow-up action required? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, explain _____			





JOINT ELECTION AGREEMENT AND  
ELECTION SERVICES CONTRACT  
BETWEEN JEFFERSON COUNTY, TEXAS  
AND  
CITY OF BEAUMONT  
CITY OF BEVIL OAKS  
CITY OF GROVES  
CITY OF PORT NECHES  
JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5  
JEFFERSON COUNTY WATER CONTROL IMPROVEMENT DISTRICT NO. 10  
PORT NECHES-GROVES ISD  
PORT OF PORT ARTHUR

This agreement made and entered into, by and between **Jefferson County, Texas** ("County"), acting hereinafter by and under the authority granted to her by sections 31.091 & 31.092 of the Texas Election Code, the **County Election Officer, Roxanne Acosta-Hellberg, County Clerk for Jefferson County, Texas**, (hereinafter referred to as "County Election Officer"), and **City Of Beaumont, City of Bevil Oaks, City of Groves, City of Port Neches, Jefferson County Drainage District NO. 7, Jefferson County Emergency Services District NO. 1, Jefferson County Emergency Services District NO. 5, Jefferson County Water Control Improvement District NO. 10, Port Neches-Groves ISD, Port of Port Arthur** hereinafter referred to as "Political Subdivision"), acting herein by and through its governing body regardless of the name assigned to such governing body (hereinafter collectively referred to as "Parties").

**WHEREAS**, Political Subdivision is required to conduct an election on **November 4, 2025**; and the parties desire that the County Election Officer conduct the election for the Political Subdivision and, possibly, other political subdivisions located, in whole or in part, in Jefferson County, Texas. If other political subdivisions enter into a contract with the County for the purpose that the County Election Officer will run the election for the other political subdivisions, or expressly joins in this contract, Political Subdivision intends to reimburse Jefferson County, Texas the cost of running such election as determined by the County Election Officer, or share the cost of running the election with other political subdivisions based on the following terms and conditions.

**THIS JOINT ELECTION AGREEMENT AND ELECTION SERVICES CONTRACT** is made this \_\_\_\_ day of \_\_\_\_\_, **2025**, by and between the Political Subdivision, and the County, pursuant to Texas Election Code Section 31.092. The parties agree to enter into a Joint Election Agreement and an election services contract with each other in accordance with Chapter



271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Political Subdivision is a political entity situated wholly or partially within Jefferson County, Texas. Political Subdivision and County Election Officer have determined that it is in the public interest of Jefferson County voters that the following contract be made and entered into for the purpose of having County Election Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with the holding of its November 4, 2025 Election. The County's voting equipment is to be used in this Election. The rental rate for the use of this election equipment has been approved by the Commissioners Court for Jefferson County, Texas.

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

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

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

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

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

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

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

by Political Subdivision.

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

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

(i) Serve as Custodian of Records for election records in County Election Officer's custody and provide for the retention of said election records as provided by law.

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

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

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

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

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

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

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

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

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

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

(e) Political Subdivision shall confirm with Tax-Assessor/Voter Registrar its boundaries, county voting precincts and street details within those boundaries. Political Subdivision will validate all boundaries are defined properly within Jefferson County voter registration database, maps and street lists with block ranges and odd/even/both indicators before the coding and programming of the ballot begins. If changes are necessary after programming has begun, the Political Subdivision responsible will incur the cost of re-programming for all entities involved. Political Subdivision must proof and approve all programming work done for the jurisdiction according to the Election Day Calendar published by the Secretary of State of Texas for the **November 4, 2025** General Election, known as the SOS Election Day Calendar for **November 4, 2025**.

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

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

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



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

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

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

(l) Political Subdivision agrees to enter into a Joint Election Agreement with any other political subdivision in Jefferson County which enters into an Election Services Contract with the County and which holds an election on **November 4, 2025.**

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

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

#### **5. GENERAL CONDITIONS.**

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

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

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

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

(e) The County Election Officer may contract with numerous political subdivisions for the Joint Election, and the parties agree that all ballot styles will be programmed into one voting system. Each voter will receive one ballot which contains all races and issues in the Joint Election for which the voter is eligible at the address and in the precinct in which the voter is currently registered. One joint voter sign in process consisting of a common list of registered voters and common signature rosters shall be used in precincts in which the county polling locations are used.

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

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

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

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

(j) The Political Subdivision has the option of extending the terms of this Agreement through its runoff election, if applicable. Political Subdivision may reduce the number of the adopted early voting locations and/or election day voting locations in which precincts are not involved in a runoff election. In the event of a runoff that Political Subdivision wants County Election Officer to conduct, Political Subdivision, with input from the County Election Officer, agrees to coordinate the date with other entities participating in this Joint Election. If Political Subdivision elects to have County Election Officer conduct a runoff election, the cost will be determined by

the number of entities participating and the actual costs plus administrative fees. Political Subdivision will be responsible for all orders, notices, and publications required for their runoff except the publication of the public logic and accuracy test which County Election Officer will publish.

#### **6. DISPUTE RESOLUTION PROCEDURE**

The parties agree to use dispute resolution process provided for in Chapter 2260 of the Texas Government Code to attempt to resolve all disputes arising under this Agreement. Either party must give written notice to the other party of a claim for breach of this Agreement not later than the 180<sup>th</sup> day after the date of the event, giving rise to the claim. By their execution of their Agreement, the parties acknowledge and knowingly and voluntarily agree that neither the execution of this Agreement, nor the conduct, act or inaction by any person in the execution, administration or performance of this Agreement constitutes or is intended to constitute a waiver of the party's immunity from suit with respect to claims of third parties.

#### **7. ENTIRE AGREEMENT/AMENDMENT**

This Agreement constitutes the entire agreement between **City Of Beaumont, City of Bevil Oaks, City of Groves, City of Port Neches, Jefferson County Drainage District NO. 7, Jefferson County Emergency Services District NO. 1, Jefferson County Emergency Services District NO. 5, Jefferson County Water Control Improvement District NO. 10, Port Neches-Groves ISD, Port of Port Arthur** and Jefferson County, Texas. This Agreement may be amended only in writing and signed by the parties.

#### **8. NOTICES**

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

#### **CITY OF BEAUMONT**

Kenneth R. Williams  
City Manager  
City of Beaumont, Texas  
801 Main Street  
Beaumont, Texas 77701

#### **CITY OF BEVIL OAKS**

Cheri Mitchell  
Mayor  
City of Bevil Oaks  
7525 Sweetgum Rd  
Beaumont, TX 77713



**CITY OF GROVES**

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

**CITY OF PORT NECHES**

Andre' Wimer  
City Manager  
PO Box 758  
Port Neches, TX 77651

**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

Allen Sims  
Jefferson County Drainage District No. 7  
PO Box 3244  
Port Arthur, TX 77643

**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

John Johnson  
Board President  
13550 River Oaks Blvd  
Beaumont TX 77713

**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5**

Daniel Hidalgo  
Board President  
12393 2<sup>nd</sup> St  
Hamshire, TX 77622

**JEFFERSON COUNTY WATER CONTROL IMPROVEMENT DISTRICT NO. 10**

Stephen Savant  
Board President  
3707 Central Blvd  
Nederland, TX 77627

**PORT NECHES-GROVES ISD**

Dr. Mike Gonzales  
Superintendent  
776 Magnolia  
Port Neches, TX 77651

**PORT OF PORT ARTHUR**

Larry Kelley  
Port Director/CEO  
POBOX 1428  
Port Arthur, TX 77641

**JEFFERSON COUNTY:**

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

**CITY OF BEAUMONT:**

By: \_\_\_\_\_  
Name: Kenneth Williams  
City of Beaumont

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF BEVIL OAKS:**

By: \_\_\_\_\_  
Name: Cheri Mitchell  
City of Bevil Oaks

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF GROVES:**

By: \_\_\_\_\_  
Name: Kevin Carruth  
City of Groves

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF PORT NECHES**

By: \_\_\_\_\_  
Name: Andre' Wimer  
City of Port Neches

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**

By: \_\_\_\_\_  
Name: Allen Sims  
Jefferson County Drainage District NO. 7

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

By: \_\_\_\_\_  
Name: John Johnson  
Jefferson County Emergency Services District NO. 1

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5**

By: \_\_\_\_\_  
Name: Daniel Hidalgo  
Jefferson County Emergency Services District NO. 5

Attest: \_\_\_\_\_

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.



**JEFFERSON COUNTY WATER CONTROL IMPROVEMENT DISTRICT NO. 10**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: Stephen Savant

Jefferson County Water Control Improvement District NO. 10

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**PORT NECHES-GROVES ISD**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: Dr. Mike Gonzales

Port Neches-Groves ISD

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**PORT OF PORT ARTHUR**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: Larry Kelley

Port of Port Arthur

**IN WITNESS WHEREOF**, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_

Name: Roxanne Acosta-Hellberg

Title: County Election Officer for Jefferson County, Texas.

**Received and filed:**

Jefferson County

By: \_\_\_\_\_

Hon. Jeff Branick

Title: County Judge for Jefferson County, Texas.

Attest: \_\_\_\_\_

County Clerk Jefferson County, Texas

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

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

## ESTIMATED ELECTION COSTS

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

<b>#1 Publish Legal Notices</b>		
Publish Legal Notices – the Number of published posts based on type of Election		TBD
<b>#2 Transportation of Voting Equipment</b>		
Rental cost of trucks to transport voting equipment during EV & ED.		TBD
<b>#3 Polling Location Site Rental</b>		
Rental fees charged by locations		TBD
<b>#4 Professional Services</b>		
Contracted services – includes cost of support personnel and mail ballot services		TBD
<b>#5 EV &amp; ED Field Tech Support</b>		
Wages and mileage for Field Technicians		TBD
<b>#6 EV &amp; ED Supplies</b>		
Election Kits – extension cords, seals, PPE, envelopes, power strips, etc.	\$	50.00
A – Frames and totems	\$	145.00
File box with forms	\$	250.00
<b>#7 Internet Service for Cell Phones and Wifi Cards</b>		
Cell Phones and Internet Service	\$	35.00
Wifi Cards and Internet Service	\$	35.00
<b>#8 Printing Fees and Postage</b>		
Cost of all printed ballots (ballots by mail, sample ballots and test ballots)/sheet	\$	.50
Mail Ballots per set (completed in house)	\$	TBD
Mail Ballots to be cured per set	\$	TBD
Cost of Activation Cards (ballots)		TBD
<b>#9 Public Test, EVBB, SVC and CCS Personnel Costs</b>		
Payroll costs associated with the operation of the EVBB, SVC, CCS and Public Test.		TBD
<b>#10 Early Voting Personnel and Other Training</b>		
Wages, training and expenses for training of Early Voting personnel		TBD
<b>#11 Election Day Personnel</b>		

REVISED 7-2023



Wages, training and other expenses for Election Day personnel	TBD
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**#12 Security and Maintenance Personnel for EV and ED**

Overtime wages for Sheriff Deputies and Maintenance personnel	TBD
---	-----

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

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

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

10% Administrative Fee allowed by statute.	TBD
--	-----

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

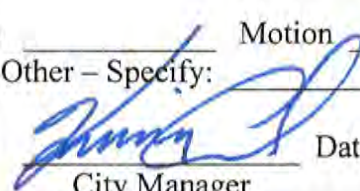
\*\*Political Subdivision located in 1 to 5 precincts, in whole or in part, shall not be charged over \$10,000.00 for a joint election with county/state races.

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

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

REVISED 7-2023

**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: <u>7/28/2025</u>		Department: <u>City Manager</u>	Agenda Item No. <u>19</u>
Title for Item (same as to be placed on Agenda): <u>Deliberate and act on the July 28, 2025, Invoice List.</u>			
Party(ies) requesting placement of this item on the agenda: <u>City Manager Kevin Carruth</u>			
Submitted to City Manager's Office on: Date: <u>7/24/25</u>		Time: <u>11:30 a.m.</u>	By: <u>C THIBODEAUX</u>
Explanation of Item: <u>Approval of the invoices for the City that are above \$5,000.</u>			
Deadline for Approval: <u>Immediately</u>			
Staff Recommendation: <u>Approval of the list, as presented.</u>			
Alternative (if any) for consideration: _____			
Identify any attachments to this document: <u>Invoice approval list.</u>			
Specific Council Action Requested: None (Information item only) _____		Motion	<u>X</u>
Ordinance – Number _____	Resolution – Number _____	Other – Specify: _____	
Signed: _____	Date: _____	Approved: 	Date: <u>07/24/25</u>
Department Head		City Manager	
<b>FUNDING (IF APPLICABLE)</b>			
Are sufficient funds specifically designated and currently available for this purpose? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, specify account no. _____		If no, explain and identify intended funding source: _____	
<b>PAYMENT REQUEST</b>			
Amount of requested payment \$ _____		Cumulative total of payments to date for this project/item	
(if applicable): \$ _____		Balance due for this project/purchase (if applicable): \$ _____	
<b>ACTION TAKEN BY COUNCIL</b>			
APPROVED: <input type="checkbox"/> NOT APPROVED: <input type="checkbox"/> Any follow-up action required? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, explain _____			

**Invoice Approval List - July 28, 2025**

Vendor	Description	Amount
1. Automatic Pump	Hydromatic grinder pump for grease trap	\$ 7,950.00
2. Axon Enterprise INC	Taser holsters and spare batteries for 2 tasers	\$ 5,218.42
3. Citibank	Purchasing cards payment	\$ 9,395.98
4. GFL Environmental	Sludge disposal for June 2025	\$ 9,063.00
5. Groves Chamber of Commerce	Quarterly payment	\$ 15,000.00
6. Newtron Electrical Services	Replace switch gear controller on WWTP Generator	\$ 5,173.88
7. Smart's Truck & Trailer Equipment, Inc	Pump tote, oil for fleet, and air filters	\$ 6,959.70
8. TML Intergovernmental	2024-20250 Real and property changes for Fire Department	\$ 5,814.34
Total		\$ 64,575.32

KC  
07/24/25







PO Box 26012  
Beaumont, TX 77720-6012  
409-866-2314

## Quote

Date	Quote #
7/21/2025	072125JS

john@automaticpump.com

Name / Address
CITY OF GROVES 3947 LINCOLN AVENUE GROVES, TX 77619

Ship To

RFQ#		Terms	Quote Expires	FOB	PROJECT	
COBY		Net 30 DAYS	8/20/2025	BEAUMONT, TX.	HYDROMATIC	
Qty	Item	Description		Net/Ea.	U/M	Total
1	HOHPGH750M4-2	HYDROMATIC GRINDER PUMP 7.5HP 460V 3PH 3450RPM 50' CORD		7,950.00	ea	7,950.00
		PLUS FREIGHT FROM BEAUMONT IF SHIPPED. ABOUT A DAY DELIVERY.				

Thank You,  
John Sorensen

<b>Subtotal</b>	\$7,950.00
<b>Sales Tax (4.45%)</b>	\$0.00
<b>Total</b>	\$7,950.00

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40144

07/10/2025

ISSUED TO: VEND #: 01-23062  
 AXON ENTERPRISE INC  
 P.O. BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661

SHIP TO:  
 CITY OF GROVES POLICE/COURT  
 4201 MAIN AVE.  
 GROVES, TX 77619

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
2.00	TASER HOLSTER	01 -5-31-02-020	88.55	177.10
2.00	SPARE BATTERY	01 -5-31-02-020	96.00	192.00
INV# INUS313958 DATE 1/14/2025				
2 TASER HOLSTER \$177.10				
2 SPARE BATTERY \$192.00				
BALANCE DUE \$369.10				

PAID  
 JUL 18 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 369.10

ORDERED BY: ROBERT PHILLIPS  
 APPROVED BY: CHRISTOPHER G. ROBIN





Axon Enterprise Inc.  
PO BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661  
Ph: 1-480-991-0797, option 5, option 1  
[arinquies@axon.com](mailto:arinquies@axon.com)  
[www.axon.com](http://www.axon.com)  
TIN: 86-0741227  
DUNS Number: 832176382  
UEI Number: TBW7MGPYURM7

**BILL TO**

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

**Invoice**

Invoice ID INUS313958  
Invoice Account 113145  
Date 14-Jan-25  
Payment Term Net 30 days  
PO/DO #  
Quote # Q-654713,  
Sales Order #  
Terms of Delivery FCA  
Customer Reference Invoice,

**SHIP TO**

Groves Police Dept. - TX  
3947 Lincoln Ave  
Groves, TX 77619-4604  
USA

Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity	Invoice Plan %	Amount
1	11003	AXON TASER X26P - HANDLE - YELLOW	2.00	0.00000%	0.00
<b>Bundled Line Subtotal</b>					<b>0.00</b>

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
2	1	11504	AXON TASER X26P - HOLSTER - BLACKHAWK LH Tax Date 14-Jan-25 Shipment Date:	2.00	88.55	177.10	0.00000%	177.10
3	1	11010	AXON TASER X26P - XPPM SPARE CARTRIDGE BATTERY PACK Tax Date 14-Jan-25 Shipment Date:	2.00	96.00	192.00	0.00000%	192.00
4	1	100547	SHIPPING - UPS GROUND Tax Date 14-Jan-25 Shipment Date:	1.00	0.00	0.00	0.00000%	0.00
<b>Item Line Subtotal</b>								<b>369.10</b>

PAID

JUL 18 2025

FINANCE

5-31-02-620

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS313958	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS313958	Reference No INUS313958	Tempe, AZ 85283
					Reference No INUS313958

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

City of Groves

115

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to

# Invoice

Invoice ID  
Date  
Page

INUS313958  
14-Jan-25  
2 of 3

PAID  
JUL 18 2025  
FINANCE

Sales Amount	369.10
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	369.10
Credit Amount(s) Applied	0.00
Amount Received	0.00
<b>BALANCE DUE</b>	<b>USD 369.10</b>

Payment Due 13-Feb-25

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40145

07/10/2025

ISSUED TO:                      VEND #: 01-23062  
AXON ENTERPRISE INC  
P.O. BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661

SHIP TO:  
CITY OF GROVES POLICE/COURT  
4201 MAIN AVE.  
GROVES, TX 77619

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
4.00	SPARE BATTERY INV# INUS325886 DATE 2/22/2025 4 SPARE BATTERY \$395.60 BALANCE DUE \$395.60	01 -5-31-02-020	MINOR APPARATUS & TOOLS 98.90	395.60

PAID  
JUL 18 2025  
FINANCE

\*\*\* TOTAL \*\*\*

395.60

ORDERED BY: ROBERT PHILLIPS

APPROVED BY: CHRISTOPHER G. ROBIN





Axon Enterprise Inc.  
PO BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661  
Ph: 1-480-991-0797, option 5, option 1  
[inquiries@axon.com](mailto:inquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
TIN: 86-0741227  
DUNS Number: 832176382  
UEI Number: TBW7MGPYURM7

**BILL TO**

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

**Invoice**

Invoice ID INUS325886  
Invoice Account 113145  
Date 22-Feb-25  
Payment Term Net 30 days  
PO/DO #  
Quote # Q-668807,  
Sales Order #  
Terms of Delivery FCA  
Customer Reference 2-21-25.

**SHIP TO**

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

	Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity			Invoice Plan %	Amount
<b>Bundled Line Subtotal</b>								<b>0.00</b>
Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
1	1	100547	SHIPPING - UPS GROUND Tax Date 22-Feb-25 Shipment Date:	1.00	0.00	0.00	0.000000%	0.00
2	1	11010	AXON TASER X26P - XPPM SPARE CARTRIDGE BATTERY PACK Tax Date 21-Feb-25 Shipment Date: 02/21/2025	4.00	98.90	395.60	0.000000%	395.60
<b>Item Line Subtotal</b>								<b>395.60</b>

531.02.020

PAID  
JUL 18 2025  
FINANCE

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS325886	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS325886	Reference No INUS325886	Tempe, AZ 85283
					Reference No INUS325886

Invoice

Invoice ID  
Date  
Page

INUS325886  
22-Feb-25  
2 of 3

PAID  
JUL 18 2025  
FINANCE

		Sales Amount	395.60
		Misc. Charge	0.00
		Discount	0.00
		Sales Tax	0.00
		Total	395.60
		Credit Amount(s) Applied	0.00
		Amount Received	0.00
Payment Due	24-Mar-25	BALANCE DUE	USD 395.60

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40146

07/10/2025

ISSUED TO: VEND #: 01-23062  
 AXON ENTERPRISE INC  
 P.O. BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661

SHIP TO:  
 CITY OF GROVES POLICE/COURT  
 4201 MAIN AVE.  
 GROVES, TX 77619

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
4.00	BATTERY PACK	01 -5-31-02-020	96.00	384.00
4.00	TASER HOLSTER	01 -5-31-02-020	88.55	354.20
INV# INUS299196 DATE 11/19/2024				
4 BATTERY PACK \$384.00				
4 TASER HOLSTER \$354.20				
BALANCE DUE \$738.20				

PAID  
 JUL 18 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 738.20

ORDERED BY: ROBERT PHILLIPS  
 APPROVED BY: CHRISTOPHER G. ROBIN





Axon Enterprise Inc.  
PO BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661  
Ph: 1-480-991-0797, option 5, option 1  
[ar inquiries@axon.com](mailto:ar inquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
TIN: 86-0741227  
DUNS Number: 832176382  
UEI Number: TBW7MGPYURM7

## Invoice

Invoice ID INUS299196  
Date 19-Nov-24  
Page 1 of 3  
Sales Order  
Requisition  
Your Ref Invoice,  
Our Ref , Q-638438,  
Payment Net 30 days  
Invoice Account 113145  
Terms of Delivery FCA

### BILL TO

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

### SHIP TO

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Amount
1	1	11010	AXON TASER X26P - XPPM SPARE CARTRIDGE BATTERY PACK Tax Date 19-Nov-24 Shipment Date:	4.00	96.00	384.00
2	1	11504	AXON TASER X26P - HOLSTER - BLACKHAWK LH Tax Date 19-Nov-24 Shipment Date:	4.00	88.55	354.20
3	1	100547	SHIPPING - UPS GROUND Tax Date 19-Nov-24 Shipment Date:	1.00	0.00	0.00

531-02-020

PAID  
JUL 18 2025  
FINANCE

### PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)	For Wire Transfers	For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 122100024 Reference No INUS299196	Beneficiary Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 021000021 SWIFT Code CHASUS33 Reference No INUS299196	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS299196	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS299196



Axon Enterprise Inc.  
PO BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661  
Ph: 1-480-991-0797, option 5, option 1  
[ar inquiries@axon.com](mailto:ar inquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
TIN: 86-0741227  
DUNS Number: 832176382  
UEI Number: TBW7MGPYURM7

## Invoice

Invoice ID INUS299196  
Date 19-Nov-24  
Page 2 of 3  
Sales Order  
Requisition  
Your Ref Invoice,  
Our Ref , Q-638438,  
Payment Net 30 days  
Invoice Account 113145  
Terms of Delivery FCA

### BILL TO

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

### SHIP TO

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

Sales Amount	738.20
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	738.20
Credit Amount(s) Applied	0.00
Amount Received	0.00
<b>BALANCE DUE</b>	<b>738.20</b>

Payment Due 19-Dec-24

PAID  
JUL 18 2025

FINANCE

### PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)	For Wire Transfers	For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 122100024 Reference No INUS299196	Beneficiary Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 021000021 SWIFT Code CHASUS33 Reference No INUS299196	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS299196	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS299196

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40147

07/10/2025

ISSUED TO: VEND #: 01-23062  
 AXON ENTERPRISE INC  
 P.O. BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661

SHIP TO:  
 CITY OF GROVES POLICE/COURT  
 4201 MAIN AVE.  
 GROVES, TX 77619

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
2.00	TASER INV# INUS322431 DATE 2/7/2025 2 X26P CEW HANDLE \$3,715.52 BALANCE DUE \$3,715.52	01 -5-31-02-020	1,857.76	3,715.52

PAID  
 JUL 10 2025  
 12:00 PM

PAID  
 JUL 18 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 3,715.52

ORDERED BY: ROBERT PHILLIPS

APPROVED BY: CHRISTOPHER G. ROBIN





Axon Enterprise Inc.  
PO BOX 29661  
DEPARTMENT 2018  
PHOENIX, AZ 85038-9661  
Ph: 1-480-991-0797, option 5, option 1  
[enquiries@axon.com](mailto:enquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
TIN: 86-0741227  
DUNS Number: 832176382  
UEI Number: TBW7MGPYURM7

**BILL TO**

Groves Police Dept. - TX  
4201 Main Ave  
Groves, TX 77619-4728  
USA

**Invoice**

Invoice ID INUS322431  
Invoice Account 113145  
Date 07-Feb-25  
Payment Term Net 30 days  
PO/DO #  
Quote # Q-654713,  
Sales Order #  
Terms of Delivery FCA  
Customer Reference Invoice,

**SHIP TO**

Groves Police Dept. - TX  
3947 Lincoln Ave  
Groves, TX 77619-4604  
USA

Line No.	Ship to*	Item Number	Bundled Description	Bundled Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
1	1	11003	YELLOW X26P CEW, HANDLE Tax Date 06-Feb-25 Shipment Date: 02/06/2025	2.00	1,857.76	3,715.52	0.000000%	3,715.52
<b>Bundled Line Subtotal</b>								<b>0.00</b>
<b>Item Line Subtotal</b>								<b>3,715.52</b>

Sales Amount	3,715.52
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	3,715.52
Credit Amount(s) Applied	0.00
Amount Received	0.00
<b>BALANCE DUE</b>	<b>USD 3,715.52</b>

Payment Due 09-Mar-25

PAID  
JUL 18 2025  
FINANCE

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)	For Wire Transfers	For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 122100024 Reference No INUS322431	Beneficiary Axon Enterprise, Inc. Account Number 634912729 Bank Routing No 021000021 SWIFT Code CHASUS33 Reference No INUS322431	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS322431	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS322431

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

City of Groves

124

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to

## CITIBANK CORPORATE CARD

## Account Statement

Commercial Card Account  
M1232 GROVES CITY CARD

## Account Inquiries:

Toll Free: 1-(800)-248-4553  
International: 1-(904)-954-7314  
TDD/TTY: 1-(877)-505-7276Account Number: XXXX-XXXX-XX33-7550  
Invoice # 3654346012

## Summary of Account Activity

Previous Balance	\$13,854.43
Payments	\$0.00
Credits	\$8.17
Purchases & Other Charges	\$9,643.77
Cash Transactions	\$0.00
Cash Transaction Fees	\$0.00
Interest Charges	\$0.00

Credit Limit	\$30,000
Available Credit Limit	\$6,509
Cash Advance Limit	\$0
Available Cash Advance Limit	\$0

## Payment Information

New Balance	\$23,490.03
Past Due Amount	\$13,846.26
Disputed Amount	\$0.00
Amount Over Credit Limit	\$0.00
Minimum Payment Due	\$23,490.03
Payment Due Date	08/02/2025
Statement Closing Date	07/03/2025
Days in Billing Period	30

Send Notice of Billing Errors and Customer Service Inquiries to:

CITIBANK, N.A., PO BOX 6125, SIOUX FALLS SD 57117-6125

## Extended Payment Terms

Cycle Date	Payment Due	Payment Due Date	Cycle Date	Payment Due	Payment Due Date
07/03/2025	\$9,643.77	08/02/2025	01/03/2025	\$0.00	02/02/2025
06/03/2025	\$13,846.26	07/03/2025	12/03/2024	\$0.00	01/02/2025
05/03/2025	\$0.00	06/02/2025	11/03/2024	\$0.00	12/03/2024
04/03/2025	\$0.00	05/03/2025	10/03/2024	\$0.00	11/02/2024
03/03/2025	\$0.00	04/02/2025	09/03/2024	\$0.00	10/03/2024
02/03/2025	\$0.00	03/05/2025	08/03/2024	\$0.00	09/02/2024

## Company Transactions

Account: XXXX-XXXX-XX33-7550 M1232 GROVES CITY CARD Total Activity: \$0.00

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
No activity this statement.					

\$9,395.98

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Page 1 of 6

Please detach and return lower portion with your payment to ensure proper credit. Retain upper portion for your records.

CITIBANK, N.A.  
PO BOX 6125  
SIOUX FALLS SD 57117-6125CITIBANK, N.A.  
PO BOX 70229  
PHILADELPHIA PA 19176-0229

Account Number XXXX-XXXX-XX33-7550

Payment Due Date August 02, 2025

New Balance \$23,490.03

Past Due Amount\* \$13,846.26

Minimum Payment Due \$23,490.03

Mail  
Checks  
To

Amount Enclosed

\$

\*Past Due Amount is included in the Minimum Payment Due

M1232 GROVES CITY CARD  
M1232 GROVES CITY  
3947 LINCOLN AVE  
GROVES TX 77619-4604

## Information About Your Citi<sup>®</sup> Corporate Card Account

- **Report a Lost or Stolen Card Immediately:** Our telephone lines are open every day, 24 hours a day. Call the Customer Service telephone number specified on the front of the statement to report a lost or stolen Citi Corporate Card.
- **Cardholder Credit Line:** Each Cardholder has an individual Credit Line (a portion of which may be used for Cash Advances), which is the maximum amount that the Cardholder can charge at any time. The size of each Cardholder's Credit Line (and Cash Limit, if any), is determined by the Company and is a portion of the total Company Credit Line.
- **To Increase or Reallocate a Company or Cardholder Credit Line:** The Company may request changes to credit lines by contacting Citi Corporate Card Customer Services. Our telephone lines are open every day, 24 hours a day at the telephone number specified on the front of the statement.
- **Additional Cardholders:** The Company may request applications for additional Cardholders by contacting Citi Corporate Card Service. Our telephone lines are open every day, 24 hours a day at the telephone number specified on the front of the statement. Limit one Citi Corporate Card per Cardholder.
- **CitiManager<sup>®</sup> Online Tool:** You can easily manage your Citi Corporate Card online using the CitiManager online tool. CitiManager enables you to manage business expenses from anywhere around the globe from your computer or mobile device; you can view statements online as well as confirm account balances. To register for CitiManager, please log on to [www.citimanager.com/login](http://www.citimanager.com/login) and click on the "Self registration for Cardholders" link. From there, follow the prompts to establish your account.
- **Payments:** You may make a payment to your individually billed card account online using CitiManager. Please note that some organizations do not have the CitiManager online payment feature enabled for cardholders. If paying by mail, please allow sufficient mailing time. Please write your account number on the front of the check. For centrally billed accounts, please be sure to send on Company check as payment for all Cardholder balances. If we receive your mailed payment in proper form at our processing facility by 5:00 p.m. Eastern Time, it will be credited as of that day. Payments can also be made by electronic fund transfer, wire transfer, ACH transfer, direct debit, and other methods. Call the number on the front of this statement for details.
- **Company Ratification:** By its payment of any amounts charged to the Account, the Company (i) ratifies the original Application for the Account and the authority of all persons at the time of their signing such Application, and (ii) authorizes the continued use of the Account under the terms of The Corporate Card Agreement by all Cardholders to whom Cards are issued.
- **Special Information on Cash Advances:** Cardholders may get a Cash Advance at over 160,000 locations worldwide.
  - The Cardholder's Cash Advance Limit is a part of the Cardholder's Total Credit Line. It is not an additional line of credit.
  - For Cash Advances from ATMs, a separate Personal Identification Number (PIN) is required for security purposes.

## Account Inquiries

- **In Case of Errors or Questions About Your Bill:** You are responsible for initiating the dispute resolution process if your Account Statement lists charges that you believe are unauthorized, incorrect, for merchandise that has not been received, or for returned merchandise. You should also initiate the process if your Account Statement incorrectly lists a credit as a charge or if a credit, for which you have been issued a credit slip, is not shown. To begin the dispute resolution process, visit [citimanager.com/login](http://citimanager.com/login).
- You may also dispute a transaction by writing to Citi. You may write to us on a separate sheet at the address specified on the front of this statement as soon as possible. Please notify us no later than 60 days after the date of the bill on which the error or problem first appeared. In the letter please give us the following information:
  - Your name and account number. For centrally billed Company Accounts, the Company name and individual account number.
  - The dollar amount of the suspected error.
  - Describe the error and explain the reason for the error; if more information is needed about an item, please describe it to us.
  - Merchant Disputes: If the Company or Cardholder was unsuccessful in attempting to resolve a problem with a merchant concerning the quality of goods or services purchased with the Citi Corporate Card, we may be able to help if we are notified in writing within 60 days of the date of the charge. You will be responsible if we are not able to resolve the dispute or if the Bank finds you responsible for the disputed charge.
- In the letter to us, please explain in detail the dispute and the results of the attempt to resolve it with the merchant. The letter must include the amount involved, and must be signed by the individual Cardholder. We will notify you of the results of our efforts.
- If you returned merchandise and received a credit slip which has not yet been posted, please allow 30 days from the date it was issued. If it has not been posted to the Account by then, forward a copy of the credit slip to us at the billing dispute address specified on the front of the statement. Along with the copy of the credit slip please include a letter (signed by the individual Cardholder) stating that credit was not received. If a credit slip was not issued, please request one from the merchant. If the merchant refuses, please write to us and explain the details.
- On non-disputed matters or any matter shown by the Bank not to be in error, the Bank may charge the Company or Cardholder the fee specified in the Corporate Card Agreement for each copy of any document the Company or Cardholder requests, such as duplicate periodic statements, transaction slips, and the like.
- Please save your charge receipts.



Account: XXXX-XXXX-XX33-7550

### Cardholder Transactions

Account: XXXX-XXXX-XX48-0634

DAVID MOLBERT

Total Activity: \$856.90

Credit Limit: \$0

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/05	06/05	5942	55432865156200951622816	1 Amazon.com*N68EQ8HH0 Amzn.com/billWA 113-0887598-55162	156.98
06/12	06/12	8220	55432865163203268687721	2 TEEX ECOMMERCE 979-458-6898 TX 693277	625.00
06/20	06/19	5942	55432865170205830474141	3 AMAZON MKTPL*NO5FW1ZF1 Amzn.com/billWA 113-9002581-94146	74.92

Account: XXXX-XXXX-XX17-5180

LARRY WASHBURN

Total Activity: \$738.10

Credit Limit: \$1,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/05	06/02	8249	51043235155067566536005	1 PAYPAL *TX EMERG ED 4029357733 TX 56653600	259.55
06/05	06/04	9399	55488725156062459337480	2 TEXAS COMM FIRE PROT 512-936-3842 TX 1193969700	87.17
06/06	06/05	5942	55432865156201015347127	3 AMAZON MKTPL*NH4A23E62 Amzn.com/billWA 112-8543106-83658	306.99
06/24	06/23	5942	55432865174207228089024	4 AMAZON MKTPL*NO98L1QS0 Amzn.com/billWA 112-4205777-88490	20.39
06/24	06/23	9399	55488725175066001366449	5 DSHS REGULATORY PROG 512-458-7111 TX 1201109826	64.00

Account: XXXX-XXXX-XX89-8046

ROBERT PHILLIPS

Total Activity: \$392.58

Credit Limit: \$1,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/13	06/12	5942	55432865163203503423403	1 Amazon.com*NH3I98IN0 Amzn.com/billWA Ice Machine	98.76
06/23	06/21	5942	55432865172206639334799	2 Amazon.com*NQ7267OQ2 Amzn.com/billWA Hand Sanitizer	23.64
06/25	06/24	8999	55546505175384447034828	3 BLUE360 MEDIA LLC PARK CITY UT 801Qk00000VD5LJIA	270.18

Account: XXXX-XXXX-XX92-3121

TROY FOXWORTH

Total Activity: \$349.99

Credit Limit: \$5,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/19	06/18	8249	82117555169500013244352	1 AMERICAN WATER COLLEGE VALLEY MILLS TX	349.99

Account: XXXX-XXXX-XX57-3467

LAMAR OZLEY

Total Activity: \$31.40

Credit Limit: \$5,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
07/02	07/01	9402	02305375183000627372264	1 USPS PO 4837750619 GROVES TX None	31.40

Account: XXXX-XXXX-XX72-2434

CHRIS ROBIN

Total Activity: \$891.29

Credit Limit: \$5,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/10	06/09	5947	52653845160742180970420	1 BADGEANDWALLET.COM 9142361260 NY	3.68
06/12	06/11	5251	55417415163370148991061	2 WEST END HARDWARE GROVES TX	25.18
06/13	06/11	5300	55483825163010782515672	3 SAMSLUB.COM 888-746-7726 AR	90.96
06/16	06/13	5942	55432865164203284813034	4 AMAZON MKTPL*NA6FW2FP1 Amzn.com/billWA 112-8790584-83538	272.98
06/23	06/19	5300	55483825171011062904222	5 SAMSLUB.COM 888-746-7726 AR	84.66
06/25	06/24	5968	55432865175207586581041	6 AMAZON PRIME*NO98019O0 Amzn.com/billWA D01-9406844-87586	16.23
07/01	06/30	5942	55432865181209744388089	7 AMAZON MKTPL*N368475F2 Amzn.com/billWA 112-9892010-15146	274.84
07/02	07/02	5942	55432865183200309632845	8 AMAZON MKTPL*N374A1JZ0 Amzn.com/billWA 112-0768398-53338	130.12

Account: XXXX-XXXX-XX33-7550

**Cardholder Transactions (con't)**

Account: XXXX-XXXX-XX45-2254      NICK POTTER      Total Activity: \$227.50

Credit Limit: \$1,000      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/10	06/09	9399	55500375160367590001909	1 TCEQ EPAYMENT AUSTIN TX 78753 USA	113.75
				PO 160559650306	
06/30	06/27	9399	55500375178388028041374	2 TCEQ EPAYMENT AUSTIN TX 78753 USA	113.75
				PO 178772537389	

Account: XXXX-XXXX-XX41-4868      LOU DOUCET      Total Activity: \$239.62

Credit Limit: \$5,000      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/19	06/19	5942	55432865170205669565225	1 AMAZON MKTPL*NO5NS98A2 Amzn.com/billWA 533	4.49
06/20	06/19	5942	55432865170205921761984	2 AMAZON MKTPL*NO7IZ4S22 Amzn.com/billWA 533	37.74
06/23	06/20	5942	55432865171206281035679	3 AMAZON MKTPLACE PMTS Amzn.com/billWA 533	4.49
06/27	06/20	5699	85504995177900012800018	4 UBERPRINTS INC ATHENS GA 30601 USA	186.48
07/01	06/29	5310	05436845181100067403279	5 WALMART.COM 8009256278 BENTONVILLE AR 72716 USA	15.40

Account: XXXX-XXXX-XX11-7107      LIBBIE HUGHES      Total Activity: \$2,658.32

Credit Limit: \$5,000      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/09	06/06	5942	55432865157201477711652	1 AMAZON MKTPL*NH3W685H2 Amzn.com/billWA 113-4401528-59826	148.70
06/12	06/11	5411	05436845163400074361383	2 WM SUPERCENTER #449 PORT ARTHUR TX 77642 USA	108.15
06/25	06/24	7372	75418235175232255018127	3 BAMBOOHR HRIS LINDON UT 84042 USA	2,002.47
				INV02413634	
06/30	06/27	8999	25247705181058485946910	4 SOCIETYFORHUMANRESOURC ALEXANDRIA VA 22314 USA	299.00
				CS2729217	

Account: XXXX-XXXX-XX35-7496      HADEN A GROVE      Total Activity: \$389.19

Credit Limit: \$1,500      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/27	06/26	5200	55432865177208301596445	1 LOWES #01151* PORT ARTHUR TX 77640 USA	64.90
				06-26-2025	
07/02	07/01	5411	05416015182141000912532	2 WAL-MART #0449 PORT ARTHUR TX 77642 USA	99.34
07/02	07/01	9399	55488725183087501371871	3 DSHS REGULATORY PROG 512-458-7111 TX 1204177832	94.00
07/03	07/01	5999	25247805183000244273307	4 EAGLE ENGRAVING INC SAINT CHARLESIL 60174 USA	130.95

Account: XXXX-XXXX-XX42-0640      DONALD MONTIJO      Total Activity: \$3.97

Credit Limit: \$1,000      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/23	06/20	5411	05436845172400082983136	1 WM SUPERCENTER #449 PORT ARTHUR TX 77642 USA	3.97

Account: XXXX-XXXX-XX46-9223      CLARISSA THIBODEAUX      Total Activity: \$1,085.58

Credit Limit: \$10,000      Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/17	06/17	5942	55432865168205080970370	1 AMAZON MKTPL*NA6KB3SG1 Amzn.com/billWA 113-4684053-47266	270.50
06/18	06/17	5942	55432865168205215732471	2 AMAZON MKTPL*NO7J131Z2 Amzn.com/billWA 113-5973278-23434	224.53
06/24	06/23	5942	55432865174207192180171	3 AMAZON MKTPL*NQ11O5E62 Amzn.com/billWA 113-1233098-32602	25.92
06/24	06/23	8699	05436845174300243443160	4 FSP*SOUTHEAST TEXAS HR BRIDGE CITY TX 77611 USA	25.00
06/24	06/24	5942	55432865175207414665297	5 AMAZON MKTPL*NQ7936V52 Amzn.com/billWA 113-6713152-80042	14.10
06/26	06/25	5942	55432865176207944673802	6 AMAZON MKTPL*NQ5Q37F60 Amzn.com/billWA 113-2071996-43834	419.70
06/27	06/26	5942	55432865177208261104594	7 AMAZON MKTPL*NQ6W94JQ0 Amzn.com/billWA 113-0083699-38706	61.22

Account: XXXX-XXXX-XX33-7550

Cardholder Transactions (con't)

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/30	06/28	5942	55432865179208776587976	8 Amazon.com*NQ1OX7H61 Amzn.com/billWA 113-6842791-13834	44.61

Account: XXXX-XXXX-XX79-9769

LANCE BILLEAUD

Total Activity: \$11.99

Credit Limit: \$5,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/04	06/03	5942	55432865154200396132415	1 AMAZON MKTPL*N64JISGY1 Amzn.com/billWA 112-9431387-75138	11.99

Account: XXXX-XXXX-XX83-6390

KEILAH BAAHETH

Total Activity: \$97.72

Credit Limit: \$1,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/09	06/08	5942	55432865159202205894487	1 AMAZON MKTPL*NH77M9U12 Amzn.com/billWA 113-8765507-25426	30.16
06/23	06/22	5942	55432865173206795399460	2 AMAZON MKTPL*NQ8KE3LA2 Amzn.com/billWA 113-0525234-29698	12.49
06/30	06/29	5411	05436845181400077934705	3 WM SUPERCENTER #408 PORT ARTHUR TX 000000569143	8.48
07/01	06/26	5310	05436845181200069558177	4 WALMART.COM 8009256278 BENTONVILLE AR	46.59

Account: XXXX-XXXX-XX07-5153

CHRISTOPHER L CROPPER

Total Activity: \$201.00

Credit Limit: \$1,500

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/30	06/27	8299	82711165179500005144822	1 PESTCONTROLCOURSES.COM GULF BREEZE FL 32562 USA	90.00
07/02	07/01	9399	55500375182392560000487	2 TCEQ IND RENEWAL LIC AUSTIN TX 78753 USA	111.00

Account: XXXX-XXXX-XX67-6692

PAUL CATHEY

Total Activity: \$373.77

Credit Limit: \$1,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/04	06/03	5942	55432865154200427955867	1 AMAZON MKTPL*N67VW3AF0 Amzn.com/billWA 112-8463054-20898	134.99
06/05	06/04	5942	55432865155200807168288	2 AMAZON MKTPL*N66YB9VT0 Amzn.com/billWA 112-7285180-32522	22.98
06/13	06/13	5942	55432865164203693842494	3 AMAZON MKTPL*NA1QU06V2 Amzn.com/billWA FRONTEND LOADER	48.00
06/19	06/18	5942	55432865169205439387549	4 AMAZON MKTPL*NA3KD7RV1 Amzn.com/billWA UTILITIES	35.95
06/24	06/23	5942	55432865174207290228740	5 AMAZON MKTPL*NO3V409X1 Amzn.com/billWA UNIT 52	52.88
06/25	06/24	5942	55432865175207624783542	6 AMAZON MKTPL*NQ1G47O51 Amzn.com/billWA MEMORIAL PARK	78.97

Account: XXXX-XXXX-XX18-1985

KEVIN CARRUTH

Total Activity: \$1,186.68

Credit Limit: \$30,000

Cash Limit: \$0

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
06/24	06/22	3640	52704875174232046174474	1 GRAND HYATT SAN ANTONI SAN ANTONIO TX 78205 USA	1,186.68

FINANCE CHARGE SUMMARY

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rates	Periodic Rate*	Balance Subject to Finance Charges
PURCHASE AND FEES	9.50%	0.7917% (M)	\$0.00
CASH	9.50%	0.7917% (M)	\$0.00

\* (D) Daily Rate

(M) Monthly Rate





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

City of Groves

PURCHASE ORDER # 09-40056

07/01/2025

ISSUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	JUNE CREDIT CARD	11 -5-63-03-080	WATER PLANTS	156.98	156.98
1.00	JUNE CREDIT CARD	11 -5-63-07-010	TRAINING	625.00	625.00
1.00	JUNE CREDIT CARD	11 -5-63-03-080	WATER PLANTS	74.92	74.92
	JUNE CREDIT CARD. NEW OFFICE PRINTER. CE CLASS FOR CHRIS CROPPER. COFFEE DECANTER REPLACEMENT.				

PAID  
JUL 25 2025  
FINANCE

RECEIVED  
JUL 14 2025  
FINANCE

\*\*\* TOTAL \*\*\* 856.90

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH

P.O. 09-40056

03 JUN 2025 03 MAY 2025 03 APR 2025 03 FEB 2025 03 JAN 2025

[VIEW MORE](#)

This is not your final statement.

## OVERVIEW FOR JUN 03 TO PRESENT

<b>CARD NUMBER</b>	<b>NAME ON CARD</b>	<b>CURRENT BALANCE</b>	<b>TRANSACTION TOTAL</b>
*** **48 0634	DAVID MOLBERT	\$ 856.90	\$ 856.90

**AVAILABLE CREDIT**  
\$ 0.00

<b>NEXT STATEMENT DATE</b>	<b>BALANCE AS OF</b>	<b>TOTAL DEBITS POSTED AS OF</b>	<b>TOTAL CREDITS POSTED AS OF</b>
07/03/2025	06/30/2025	06/30/2025	06/30/2025
	\$ 856.90	\$ 856.90	\$ 0.00

<b>TOTAL PAYMENTS POSTED AS OF</b>	<b>PAYMENT DUE DATE</b>
08/30/2025	07/28/2025
\$ 0.00	

## Recent Activity

Transaction details, am...

[ADVANCED SEARCH](#)[DOWNLOAD](#) [PRINT](#)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT	SELECT
06/05/2025	06/05/2025	Amazon.com N68EQ8HH0 Amzn.com/billWA	1	156.98	
06/12/2025	06/12/2025	TEEX ECOMMERCE 979-458-6898TX	1	625.00	
06/19/2025	06/20/2025	AMAZON MKTPL NO5FW1ZF1 Amzn.com/billWA	1	74.92	

[VIEW AUTHORIZATIONS](#)

PAID

JUL 25 2025

FINANCE





For customer support visit [Amazon.com/contact-us](https://Amazon.com/contact-us)

Order date: June 2, 2025

Purchase Order #:

Order #: 113-0887598-5516213

Date shipped: June 4, 2025

Ship to:

Chris Cropper

5020 WILSON ST

GROVES, TX 77619-6029

United States

## Shipment details

Item description	Qty	Item price	Item subtotal
Epson Workforce Pro WF-4830 Wireless All-in-One Printer with Auto 2-Sided Print, Copy, Scan and Fax, 50-Page ADF, 500-sheet Paper Capacity, and 4.3" Color Touchscreen, Works with Alexa, Black, Large (SKU: B08DXDKF3L) Condition: New Sold by: Amazon.com Services, Inc Gift message: ""	1	\$149.99	\$149.99
Item subtotal			\$149.99
Shipping & handling			\$6.99
Sales tax			\$0.00
<b>Total</b>			<b>\$156.98</b>

PAID  
JUL 2 5 2025  
FINANCE

## Return or replace your item

Visit [Amazon.com/returns](https://Amazon.com/returns)

Have feedback on how we packaged your order? Tell us at [Amazon.com/packaging](https://Amazon.com/packaging)

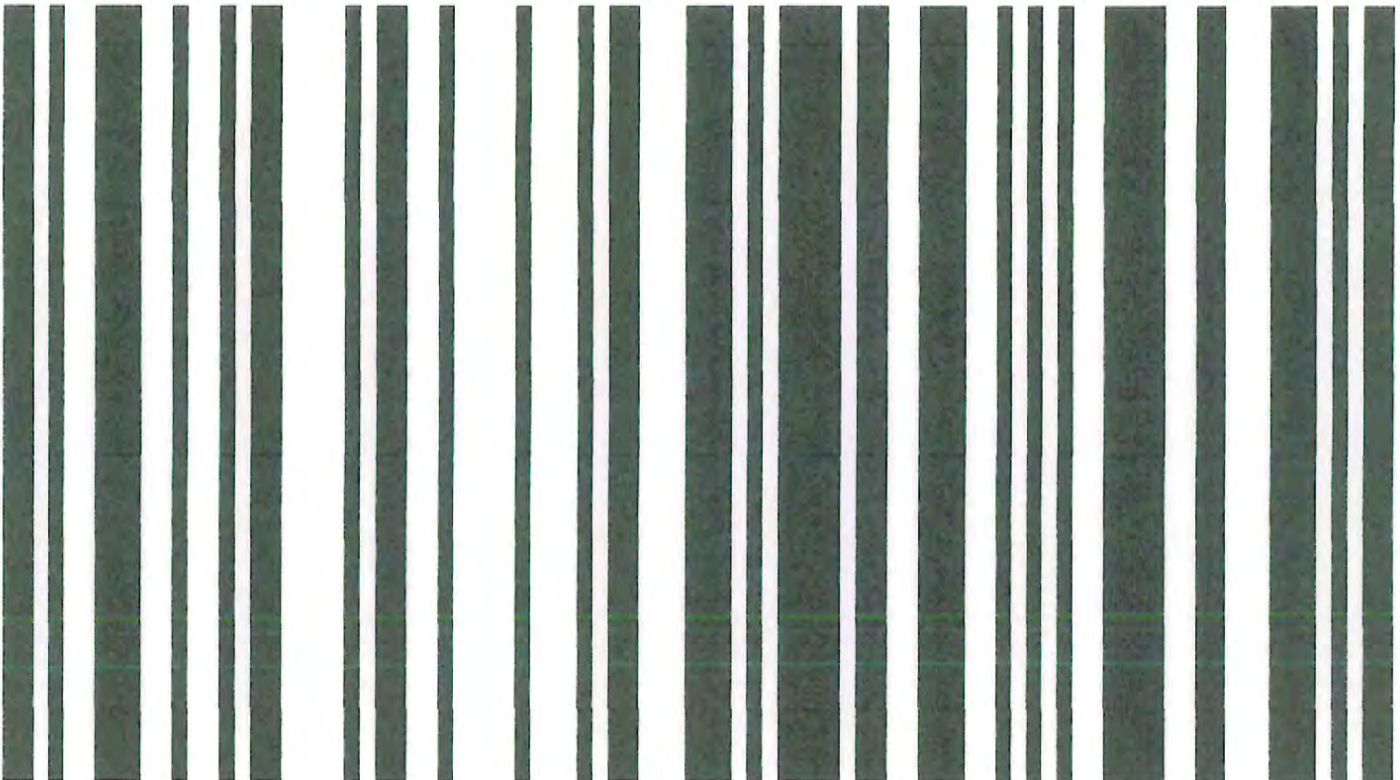
City of Groves

[#offcanvasNavbar2]

# Confirmation

TEEX continually looks for ways to improve its customer's experiences. We would like to know your recent experience of the TEEX registration process.

This survey will take two minutes of your time and could lead to better experiences for you in the future.



christopher lynn cropper (TEEXID: 6569342)

Date: 06/11/2025  
Trace Number: TC1749635168179

PAID  
JUL 25 2025  
FINANCE

## Participant Information

Class Name / Class ID: Backflow Prevention Assembly Tester's 24-Hour Continuing Education / IS-WWW505-118  
July 21 - 23, 2025 / Class Start Time: 8:00 AM CST (Class Fee = \$625.00)  
TEEX-H B Zachry (San Antonio)  
9350 South Presa  
San Antonio, Texas 78223

TEEX ID: 6569342 / christopher cropper  
Payment, Receipt #: 693277-01

\$625.00



For customer support visit [Amazon.com/contact-us](https://Amazon.com/contact-us)

**Order date:** June 19, 2025

**Purchase Order #:**

**Order #:** 113-9002581-9414631

**Date shipped:** June 19, 2025

**Ship to:**

Chris Cropper

Groves garage

5020 WILSON ST

GROVES, TX 77619-6029

United States

Shipment details

Item description	Qty	Item price	Item subtotal
BUNN NCD 10-Cup Black Coffee Decanter (SKU: AD-MGWC-08KZ) Condition: New Sold by: Buy-eaZe	1	\$64.00	\$64.00
Item subtotal			\$64.00
Shipping & handling			\$10.92
Sales tax			\$0.00
Total			\$74.92

PAID  
JUL 25 2025  
FINANCE

**Return or replace your item**  
Visit [Amazon.com/returns](https://Amazon.com/returns)



Ship To:

**Chris Cropper**  
**5020 WILSON ST**  
**GROVES, TX 77619-6029**

**Order ID: 113-9002581-9414631**

Thank you for buying from Buy-eeZe on Amazon Marketplace.

<b>Shipping Address:</b>	<b>Order Date:</b>	Thu, Jun 19, 2025
Chris Cropper	<b>Shipping Service:</b>	Standard
5020 WILSON ST	<b>Buyer Name:</b>	Chris
GROVES, TX 77619-6029	<b>Seller Name:</b>	Buy-eeZe

Quantity	Product Details	Unit price	Order Totals
1	<b>BUNN NCD 10-Cup Black Coffee Decanter</b> <b>SKU:</b> AD-MGWC-08KZ <b>ASIN:</b> B00006IUTG <b>Condition:</b> New <b>Order Item ID:</b> 131392152675401	\$64.00	<b>Item subtotal</b> \$64.00 <b>Shipping total</b> \$10.92 <b>Item total</b> \$74.92

**Grand total: \$74.92**

**Returning your item:**

Go to "Your Account" on Amazon.com, click "Your Orders" and then click the "seller profile" link for this order to get information about the return and refund policies that apply.

Visit <https://www.amazon.com/returns> to print a return shipping label. Please have your order ID ready.

**Thanks for buying on Amazon Marketplace.** To provide feedback for the seller please visit [www.amazon.com/feedback](http://www.amazon.com/feedback). To contact the seller, go to Your Orders in Your Account. Click the seller's name under the appropriate product. Then, in the "Further Information" section, click "Contact the Seller."

PAID  
JUL 25 2025  
FINANCE

P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40106

07/08/2025

ISSUED TO:                      VEND #: 01-23814  
    CITIBANK, N.A.  
    P.O. BOX 78025  
    PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	RYAN W. INST I CLASS	01 -5-32-07-010	TRAINING	0.00	259.55
0.00	CALLESTO DPO CERT	01 -5-32-07-100	STATE CERTIFICATION	0.00	87.17
0.00	KING BOOTS & PANTS	01 -5-32-07-260	UNIFORM SERVICE	0.00	306.99
0.00	GLUCOSE STRIPS	01 -5-32-02-130	MEDICAL SUPPLIES	0.00	20.39
0.00	LANCE EMT RENEWAL	01 -5-32-07-100	STATE CERTIFICATION	0.00	64.00
	JUNE CREDIT CARD CHARGES FOR PAUL WASHBURN				

PAID  
 JUL 25 2025  
 FINANCE

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 JUL 25 2025  
 FINANCE

\*\*\* TOTAL \*\*\*                      738.10

ORDERED BY: PAUL WASHBURN

APPROVED BY: LANCE BILLEAUD



Ryan Williams <ryanduane1@gmail.com>

Fw: Your PayPal receipt

1 message

Ryan Williams <rwilliams@cigrovestx.com>  
To: Ryan Williams <ryanduane1@gmail.com>

Mon, Jun 2, 2025 at 2:31 PM

Get Outlook for iOS

**From:** service@paypal.com <service@paypal.com>  
**Sent:** Monday, June 2, 2025 2:30:41 PM  
**To:** Ryan Williams <rwilliams@cigrovestx.com>  
**Subject:** Your PayPal receipt

Hello, Larry Washburn



**You paid \$259.55 USD to  
Texas Emergency Educ...**

Create a PayPal account for fast, secure checkouts at millions of merchants.

Activate PayPal Now

Your purchase details

**Your Transaction ID:**  
684245852G430964K

**Merchant Transaction ID:**  
80T97719RW956484U

**Purchase Date:**  
June 2, 2025

**Payment to:**  
Texas Emergency Educ...

**Payment from:**  
Larry Washburn

PAID  
JUL 2 5 2025  
FINANCE



billa@texasemergency...

Description	Unit price	Qty	Amount
Instructor 1	\$250.00 USD	1	\$250.00 USD
Instructor 1 Courses: FI1 25-59 Starts 06/01/2025, ends 06/27/2025 Product ID: Instr1			
Shipping, Discounts...	\$9.55 USD	1	\$9.55 USD
Subtotal			\$259.55 USD
Total			\$259.55 USD

You paid using: Mastercard x-5180

This credit card transaction will appear on your statement as PAYPAL \*TX EMERG ED.

Activate PayPal Now



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4800 N. Lamar Blvd., Suite 370, Austin, TX 78756  
512-936-3838 • Fax: 512-936-3808 • [www.tcfp.texas.gov](http://www.tcfp.texas.gov)

Send mail to this mailing address:  
PO Box 2286, Austin, TX 78768-2286

## TEXAS COMMISSION ON FIRE PROTECTION

### BILL TO

DANIEL J CALLESTO

TX 77665

### INVOICE 298723

INVOICE DATE 06/04/2025  
PAYMENT DUE DATE 07/04/2025

PIN 2144721589



### ONLINE PAYMENTS

1 Certification paid by Daniel Calles to on 6/4/2025 01:18:45 PM CDT   MASTERCARD: Credit	\$85.00
Texas.Gov convenience fee	\$2.17

### MAILED PAYMENTS

No mailed payments	\$0.00
--------------------	--------

**TOTAL PAID \$87.17**

**BALANCE \$0.00**

<b>Charges</b>	1 Certification	\$85.00
<b>TCFP Fees</b>		\$0.00
<b>TCFP Credits</b>		\$0.00



**Thank you for your payment.**



Details for Order #112-8543106-8365836

[Print this page for your records.](#)

Order Placed: June 4, 2025  
Amazon.com order number: 112-8543106-8365836  
Order Total: \$306.99

Not Yet Shipped

Items Ordered	Price
1 of: Tactical Research TR1040-ZWP 7" Waterproof Ultralight Black Tactical Boots for Men with Zipper - Leather and Nylon with BBP Lining and TR HIRAC Outsole for Police and EMS, Black - 9.5 R Sold by: OutdoorEquipped (seller profile) Supplied by: Other  Condition: New	\$134.99
1 of: ITAYVAN Desk Drawer Organizer, Metal Mesh Dividers Organizer (Blak-2P, Small) Sold by: ITAYVAN-Direct (seller profile) Supplied by: Other  Condition: New	\$25.99
3 of: Propper Men's Kinetic Pant, Black, Size 32 x 32 Sold by: Amazon.com Services, Inc Supplied by: Other  Condition: New	\$46.34

Shipping Address:  
Lance Billeaud  
5911 W Washington  
Groves, TX 77619  
United States

Shipping Speed:  
Standard Shipping

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JUL 25 2025  
FINANCE

Payment information

Payment Method: Mastercard ending in 5180	Item(s) Subtotal:	\$300.00
	Shipping & Handling:	\$6.99
		----
Billing address Lance Billeaud 5911 W Washington Groves, TX 77619 United States	Total before tax:	\$306.99
	Estimated tax to be collected:	\$0.00
		----
	Grand Total:	\$306.99

To view the status of your order, return to Order Summary.

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Details for Order #112-4205777-8849032

Order Placed: June 20, 2025

Amazon.com order number: 112-4205777-8849032

Order Total: \$20.39

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: McKesson True METRIX Blood Glucose Test Strips for Diabetes [50 Strips] Professional Monitoring System, Multiple Patient Use Sold by: SimplyMedical ( <a href="#">seller profile</a> ) Condition: New	\$13.40
<b>Shipping Address:</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	
<b>Shipping Speed:</b> Standard Shipping	
Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 5180	Item(s) Subtotal: \$13.40 Shipping & Handling: \$6.99
<b>Billing address</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	Total before tax: \$20.39 Estimated Tax: \$0.00
	<b>Grand Total: \$20.39</b>

To view the status of your order, return to [Order Summary](#).

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JUL 25 2025  
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## DSHS/HHSC

### Emergency Medical Services Online Payment

Amount Paid: 64.00  
Authorization Number: 057636  
Batch Trace Number 537RG1588728PRD  
Payment Date: 23-Jun-25 4.31 PM  
Payor Name: LANCE CHRISTOPHER

Your application summary will be emailed to the email address provided.

Application Number	Description	Applicant Name	Fee Trace Number
8001-576284	Renewal EMS Personnel	BILLEAUD, LANCE CHRISTOPHER	64.00 537RG1588728P

PAID  
JUL 25 2025  
FINANCE

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

City of Groves

PURCHASE ORDER # 09-40137

07/10/2025

SUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	Amazon	01 -5-31-03-010	BUILDING & GROUNDS	98.76	98.76
1.00	Amazon	01 -5-31-02-040	MISCELLANEOUS SUPPLIES	23.64	23.64
1.00	Blue Media	01 -5-31-07-010	TRAINING	270.18	270.18
	Amazon - Ice Machine filter - \$98.76				
	Amazon - Hand Sanitizer - \$23-64				
	Blue Media - Penal Code books for cadets - \$270.18				

RECEIVED

JUL 11 2025

FINANCE

PAID

JUL 25 2025

FINANCE

\*\*\* TOTAL \*\*\*

392.58

ORDERED BY: Robert Phillips

APPROVED BY: CHRISTOPHER G. ROBIN



Order Details

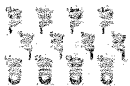
01-5-31-02-040 RP Hand sanitizer

Order placed June 18, 2025      Order # 111-8703870-5902627

Ship to	Payment method	Order Summary	
Robert Phillips 4201 MAIN AVE GROVES, TEXAS 77619-4728 United States	Mastercard ending in 8046	Item(s) Subtotal:	\$23.64
		Shipping & Handling:	\$0.00
		Total before tax:	\$23.64
		Estimated tax to be collected:	\$0.00
		Grand Total:	\$23.64

Delivered June 23

Package was left inside the residence's mailbox



Germ-X Original Hand Sanitizer, Non-Drying Moisturizing Gel with Vitamin E, Instant and No Rinse Formula, 8 Fl Oz Pump Bottle (Pack of 12)  
Sold by: Amazon.com  
Supplied by: Other  
\$23.64

PAID  
JUL 25 2025  
FBI/ATF

**Tony Phillips**

**From:** Auto-Receipt <noreply@mail.authorize.net>  
**Sent:** Tuesday, June 24, 2025 9:37 AM  
**To:** Tony Phillips  
**Subject:** Transaction Receipt from Blue 360 Media, LLC for \$270.18 (USD)

Your Receipt from Blue360 Media

**Order Information**

Description: Goods or Services  
 Customer ID 88816 PO Number 801Qk00000VD5LJIA1

**Billing Information**

Robert Phillips  
 Groves Police Department  
 4201 Main Ave  
 Groves, TX 77619  
 US  
 tphillips@cigrovestx.com  
 4099620244

**Shipping Information**

Robert Phillips  
 4201 Main Ave  
 Groves, Texas 77619-4728  
 US

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
1	Texas Criminal & Traffic		3	N	\$76.00 (USD)	\$228.00 (USD)

Shipping: \$23.94 (USD)

Tax: \$18.24 (USD)

**Total: \$270.18 (USD)**

**Payment Information**

Date/Time: 24-Jun-2025 7:36:38 PDT  
 Transaction ID: 121097038113  
 Payment Method: MasterCard xxxx8046  
 Transaction Type: Purchase  
 Auth Code: 058185

**Merchant Contact Information**

Blue 360 Media, LLC  
 Park City, UT 84098  
 US  
 support@blue360media.com  
 Please find your receipt for your Blue360 Media purchase. Thank you!

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JUL 25 2025

FINANCE

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01-5-31-03-010 RP Filter for Ice machine

Order Details

Order placed June 11, 2025      Order # 111-4479820-9367417

Ship to	Payment method	Order Summary	
Robert Phillips 4201 MAIN AVE GROVES, TEXAS 77619-4728 United States	Mastercard ending in 8046	Item(s) Subtotal:	\$91.63
		Shipping & Handling:	\$0.00
		Promotional credit:	-\$0.40
		Total before tax:	\$91.23
		Estimated tax to be collected:	\$7.53
		Grand Total:	\$98.76

Delivered June 16



Manitowoc K-00338 Arctic Pure Replacement Ice Maker Filter Cartridge  
Sold by: Amazon.com  
Supplied by: Other  
Return or replace items: Eligible through July 16, 2025  
\$91.63

PAID  
JUL 25 2025  
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P U R C H A S E O R D E R

City of Groves

PURCHASE ORDER # 09-40140

07/10/2025

ISSUED TO: VENDOR #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	POSTAGE FOR OVERNIGHT POSTAGE FOR OVERNIGHT DELIVERY OF FUEL BILL PAYMENT	01 -5-03-02-100	0.00	31.40

RECEIVED  
JUL 11 2025  
FINANCE

PAID  
JUL 25 2025  
FINANCE

\*\*\* TOTAL \*\*\*

31.40

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY



GROVES  
6230 39TH ST  
GROVES, TX 77619-9998  
www.usps.com

07/01/2025

02:20 PM

TRACKING NUMBERS  
EI944735637US

TRACK STATUS OF ITEMS WITH THIS CODE  
(UP TO 25 ITEMS)



TRACK STATUS BY TEXT MESSAGE  
Send tracking number to 28777 (2USPS)  
Standard message and data rates may apply

TRACK STATUS ONLINE  
Visit <https://www.usps.com/tracking>  
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
PM Express	1		\$31.40
Flat Rate Env			
Bolingbrook, IL 60440			
Flat Rate			
Signature Waiver			
Scheduled Delivery Date			
Thu 07/03/2025 06:00 PM			
Money Back Guarantee			
Tracking #:			
EI944735637US			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$31.40
Grand Total:			\$31.40
Credit Card Remit			\$31.40
Card Name: MasterCard			
Account #: XXXXXXXXXXXX3467			
Approval #: 018871			
Transaction #: 239			
AID: A0000000041010			
AL: Mastercard			
PIN: Not Required			

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Visit <https://email.usps.com>

TO FILE AN INSURANCE CLAIM  
Visit <https://www.usps.com/help/claims.htm>  
If unable to file online  
1-800-332-0317 for a paper form

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

City of Groves

PURCHASE ORDER # 09-40097

07/07/2025

ISSUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	CITI BANK CC	01 -5-03-06-090	DUES & SUBSCRIPTIONS	0.00	299.00
0.00	CITI BANK CC	01 -5-03-09-900	COMPUTER SOFTWARE	0.00	2,002.47
0.00	CITI BANK CC	01 -5-25-02-010	OFFICE SUPPLIES	0.00	148.70
0.00	CITI BANK CC	01 -5-25-02-200	SPECIAL EVENT SUPPLIES	0.00	19.40
0.00	CITI BANK CC	01 -5-02-02-010	OFFICE SUPPLIES	0.00	7.97
0.00	CITI BANK CC	01 -5-25-02-010	OFFICE SUPPLIES	0.00	80.78
	CC CHARGES				

PAID

JUL 11 2025

FINANCE

PAID

JUL 25 2025

FINANCE

\*\*\* TOTAL \*\*\* 2,558.32

ORDERED BY: LIBBIE HUGHES

APPROVED BY: ELIZABETH DIAZ





SHRM Customer Experience  
[shrm.org/contactus](http://shrm.org/contactus)  
 For Phone Payment:  
 US: 800.283.7476  
 International: +1.703.548.3440

CASH SALE NO. CS2729217

6/27/2025

**BILL TO**

Libbie Lejeune  
 3947 Lincoln Ave  
 Groves TX 77619  
 United States

**SHIP TO**

Libbie Lejeune  
 3947 Lincoln Ave  
 Groves TX 77619  
 United States

**PAYMENT**

MASTERCARD \*7107 (8/2027)  
 Currency: US Dollar

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	TAX
1	Professional Membership	\$299.00	\$299.00	\$0.00
1	SHRM HR Magazine	\$0.00	\$0.00	\$0.00

01-5-03-06-090

SUBTOTAL \$299.00  
 SHIPPING \$0.00  
 TAX TOTAL \$0.00

TOTAL PAID \$299.00

PAID  
 JUL 25 2025  
 FINANCE

Invoice INV02413634



bamboohR  
HR & Payroll Solutions  
10000 N. Central Expressway  
Suite 100  
Dallas, TX 75243  
(214) 425-1234  
www.bamboohr.com

**Customer 633601**

Groves City Hall  
Libbie Hughes  
3947 Lincoln Ave

Groves, Texas 77619  
United States

lhughes@cigrovestx.com

**Bill To**

Groves City Hall  
Elizabeth Diaz  
3947 Lincoln Ave

Groves, Texas 77619  
United States

Invoice	INV02413634
Invoice Amount	\$2,002.47
Posted Date	06/24/2025
Due Date	06/24/2025
Terms	Due Upon Receipt
Account Balance	\$0.00
PO Number	
Tax ID	

Description	Quantity	Unit Price	Amount
<b>Pro</b> 06/24/2025 - 07/23/2025	114	\$13.37	\$1,523.99
<b>Benefits Administration - List Price \$5.50</b> 06/24/2025 - 07/23/2025	110	\$4.35	\$478.48

**Additional Comments:**

01-5-03-09-900

Subtotal	\$2,002.47
Tax	\$0.00
<b>Total Due</b>	<b>\$2,002.47</b>
Credits Applied	\$0.00
Payments	\$2,002.47
<b>Outstanding</b>	<b>\$0.00</b>

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JUL 25 2025  
FINANCE



Final Details for Order #113-4401528-5982634

Order Placed: June 4, 2025

Amazon.com order number: 113-4401528-5982634

Order Total: \$148.70

Shipped on June 5, 2025	
Items Ordered	Price
2 Of: Clorox Toilet Bowl Cleaner, Clinging Bleach Gel, Ocean Mist - 24 Ounces, Pack of 2 Sold by: Amazon (seller profile) Business Price Condition: New	\$4.07
1 Of: Dodanros Variety Bandages Pack, 328ct Assorted Bulk Various Sizes, Shapes & Features   Sheer & Flex Fabric with Benzalkonium, ECO Bamboo Fabric, Waterproof, Cartoon Blind Box Fragrance Bandages Sold by: Dodanros care (seller profile) Business Price Condition: New	\$16.14
1 Of: 6FT Floor Cord Cover-Cord Cover Floor, Power Cable Protector Soft Extension Floor Cable Cover to Organize and Protect Wire on Floor, Electrical Cord Covers for Floor (6ft) Sold by: ViMon Tech (seller profile) Business Price Condition: New	\$18.50
1 Of: SanJie Door Sensor Chime When Door Opens, Door Entry Chime for Business/Home/Office/Store, 500 FT Range, 26 Chimes 5 Adjusttable Volume Door Ringer Alert 2 Sensors + 1 Receivers Sold by: SanJie direct (seller profile) Condition: New	\$27.99
<b>Shipping Address:</b> Sadie Lupo 6150 39TH ST GROVES, TX 77619-4613 United States	Item(s) Subtotal: \$70.77 Shipping & Handling: \$1.52 Free Shipping: -\$1.52 Total before tax: \$70.77 Sales Tax: \$0.00 Total for This Shipment: \$70.77
<b>Shipping Speed:</b> FREE Shipping	

Shipped on June 5, 2025	
Items Ordered	Price
1 Of: Amazon Basics 70% Isopropyl Alcohol First Aid Antiseptic for Treatment of Minor Cuts and Scrapes, Unscented, 32 Fl Oz (Pack of 6) (Previously Solimo) Sold by: Amazon (seller profile) Business Price Condition: New	\$17.94



<b>Shipping Address:</b>		Item(s) Subtotal:	\$17.94
Sadie Lupo		Shipping & Handling:	\$1.73
6150 39TH ST		Free Shipping:	-\$1.73
GROVES, TX 77619-4613			----
United States		Total before tax:	\$17.94
<b>Shipping Speed:</b>		Sales Tax:	\$0.00
FREE Shipping			----
		<b>Total for This Shipment:</b>	<b>\$17.94</b>
			----

#### Shipped on June 6, 2025

<b>Items Ordered</b>		<b>Price</b>
1 of: Scott Professional 100% Recycled Fiber Standard Roll Bulk Toilet Paper (13217), 2-Ply, Elevated Design, White, Individua		\$59.99
lly Wrapped (80 Rolls of 473 Sheets, 37,840 Sheet Total)		
Sold by: Amazon.com		
Condition: New		
<b>Shipping Address:</b>		Item(s) Subtotal:
Sadie Lupo		\$59.99
6150 39TH ST		Shipping & Handling:
GROVES, TX 77619-4613		\$3.74
United States		Free Shipping:
		-\$3.74
		----
<b>Shipping Speed:</b>		Total before tax:
FREE Shipping		\$59.99
		Sales Tax:
		\$0.00
		----
		<b>Total for This Shipment:</b>
		<b>\$59.99</b>
		----

#### Payment information

<b>Payment Method:</b>		Item(s) Subtotal:	\$148.70
MasterCard   Last digits: 7107		Shipping & Handling:	\$6.99
<b>Billing address</b>		Promotion applied:	-\$6.99
Libbie Hughes			----
3947 LINCOLN AVE		Total before tax:	\$148.70
GROVES, TX 77619-4604		Estimated Tax:	\$0.00
United States			----
		<b>Grand Total:</b>	<b>\$148.70</b>
<b>Credit Card transactions</b>		MasterCard ending in 7107: June 6, 2025:	\$148.70

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JUL 25 2025  
FINANCE

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Thank you! ID #:7UPNPR4UYVK



WM Supercenter  
409-962-7050 Mgr:FERRAL  
4999 N TWIN CITY HWY  
PORT ARTHUR TX 77642  
STM 00449 DPH 005869 TEN 08 TRN 07435  
N ITEMS SOLD 15  
TCN 0913 2137 5082 4995 0626 5



GREAT VALUE	007874220801 F	0.72 0
GLD SPRAY	004650005341	9.98 0
GLD SPRAY	004650005341	9.98 0
GLD AUTOMATC	004650004961	6.98 0
GLD AUTOMATC	004650004961	6.98 0
GLD AUTOMATC	004650004961	6.98 0
GLD AUTOMATC	004650004961	6.98 0
GLADE PLUGIN	004650004930	6.98 0
GLD PLUGIN	004650005334	5.98 0
GLD PLUGIN	004650005334	5.98 0
GLADE PLUGIN	004650004930	6.98 0
GLADE PLUGIN	004650004930	6.98 0
BU60 10V DL	019434637220	7.97 0

SUBTOTAL 97.47

PL16.9-35PK 006827466931 F 5.34 0  
PL16.9-35PK 006827466931 F 5.34 0

SUBTOTAL 108.15

VOIDED BANKCARD TRANSACTION  
Mastercard \*\*\*\* \* 7107 I I  
AID A0000000041010  
TERMINAL # 52425458

CUSTOMER CANCELLED BANKCARD  
06/11/25 14:30:07

TOTAL 108.15

VOIDED BANKCARD TRANSACTION  
Mastercard \*\*\*\* \* 7107 I I  
AID A0000000041010

DECLINED

TERMINAL # 52425458

\*Pin Verified

DECLINED

06/11/25 14:30:56

VOIDED BANKCARD TRANSACTION

Mastercard \*\*\*\* \* 7107 I I

AID A0000000041010

AAC 76943C78CD721B8F

TERMINAL # 52425458

\*Pin Verified

DECLINED

06/11/25 14:31:36

MCARD TEND 108.15

Mastercard \*\*\*\* \* 7107 I I

APPROVAL # 006064

REF # 516200409899

AID A0000000041010

AAC A6EC1E6F9CD10253

TERMINAL # 52425458

\*Pin Verified

06/11/25 14:32:45

CHANGE DUE 0.00

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06/11/25 14:32:53

Special event  
19.40: candy +  
water  
01-5-25-02-200  
KOV  
202

7.97: light bulbs  
01-5-02-02-10

80.78: AM cleaning  
supplies  
01-5-25-02-010

PAID

JUL 25 2025

FINANCE

## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40107

07/08/2025

ISSUED TO:                      VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	WOOD FOR DOOR PROP	01 -5-32-07-010	0.00	64.90
0.00	CLEANING SUPPLIES	01 -5-32-02-010	0.00	99.34
0.00	GROVE EMT RENWAL	01 -5-32-07-100	0.00	94.00
0.00	RICH 50 YR PLAQUE	01 -5-32-02-010	0.00	130.95
	JUNE CREDIT CARD CHARGES FOR HADEN GROVE			

PAID

JUL 25 2025

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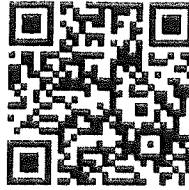
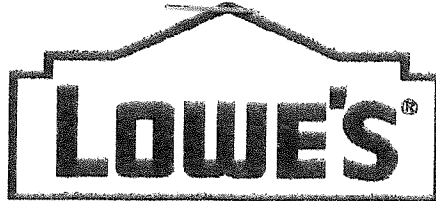
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\*\*\* TOTAL \*\*\*

389.19

ORDERED BY: HADEN GROVE

APPROVED BY: LANCE BILLEAUD



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LOWE'S HOME CENTERS, LLC  
8383 MEMORIAL BLVD  
PORT ARTHUR, TX 77640 (409) 729-8851

- SALE -

SALES#: S1151JB3 2672455 TRANS#: 557051030 06-26-25

960068 12-CT 36-IN WOOD GRADE ST 64.90  
5 @ 12.98

SUBTOTAL: 64.90

TOTAL TAX: 0.00

INVOICE 70690 TOTAL: 64.90

M/C: 64.90

MC: XXXXXXXXXXXX7496 AMOUNT: 64.90 AUTHCD: 020524

CHIP REFID:115102690502 06/26/25 11:31:05

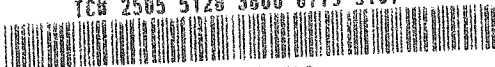
\*PIN VERIFIED CUSTOMER CODE: 06-26-2025

TUR : 0000048000

Give us feedback @ survey.walmart.com  
Thank you! ID #:70P24540WVD

**Walmart**

WM Supercenter  
409-962-7858 Mgr: FERRAL  
4999 W TWIN CITY HWY  
PORT ARTHUR TX 77642  
ST# 00449 OP# 002222 TR# 92 TR# 05508  
# ITEMS SOLD 35  
TC# 2505 5128 3800 8779 5107

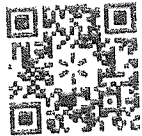


PUR ORIO	007305229459	
0 AT 1 FOR	3.47	27.76 0
SANI	007278513864	
12 AT 1 FOR	1.97	23.64 0
QU WED ALUM	007874201139	
10 AT 1 FOR	3.44	34.40 0
CONET POWDER	001000344023	1.08 0
CONET POWDER	001000344023	1.08 0
PAPER CLIPS	004410605716	1.87 0
PAPER CLIPS	004410605716	1.87 0
CND SW WIRE	005114138805	7.64 0
	SUBTOTAL	99.34
	TOTAL	99.34
	HCARD TEND	99.34

Mastercard  
APPROVAL # 030740  
REF # 510200381544  
AID A0000000041010  
AAC 81205F0064595C9B  
TERMINAL # 53070596  
\*Pin Verified

07/01/25 14:17:19  
CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*



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# DSHS/HHSC

## Emergency Medical Services Online Payment

Amount Paid: 94.00  
Authorization Number: 080813  
Batch Trace Number 537RG1593602PRD  
Payment Date: 01-Jul-25 4.59 PM  
Payor Name: HADEN AUSTIN GROVE

Your application summary will be emailed to the email address provided.

Application Number	Description	Applicant Name	Fee Trace Number
8001-577051	Renewal EMS Personnel	GROVE, HADEN AUSTIN	94.00 537RG1593602P

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Outlook

**DSHS Regulatory Online Transaction Receipt**

From RASNoReply@partner.hhs.texas.gov &lt;RASNoReply@partner.hhs.texas.gov&gt;

Date Tue 7/1/2025 4:59 PM

**Payment Receipt Confirmation**

Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

**Transaction Summary**

Description	Amount
Department of State Health Services Regulatory Licensing Payment	\$94.00
Total Amount Paid	\$94.00

**Customer Information**

Customer Name Haden Grove  
Local Reference ID 537RG1593602PRD  
Receipt Date 7/1/2025  
Receipt Time 04:59:10 PM CDT

**Payment Information**

Payment Type Credit Card  
Credit Card Type MAST  
Credit Card Number \*\*\*\*\*7496  
Order ID 772880784  
Name on Credit Card Haden A. Grove

**Account Holder Information**

Billing Address 6745 Washington St.  
Billing City, State Groves, TX  
Billing Zip/Postal Code 77619  
Country US  
Phone Number 409-540-1202  
This receipt has been emailed to the address below.  
Email Address hgrove@cigrovestx.com

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## L Billeaud

**From:** Eagle Engraving, Inc. <orders@eagle-engraving.com>  
**Sent:** Tuesday, July 1, 2025 4:30 PM  
**To:** L Billeaud  
**Subject:** Eagle Engraving, Inc. - Order 64830



**EAGLE ENGRAVING**  
*Home of the Original Firefighter Axe Plaque*

Thank you for your interest in Eagle Engraving, Inc. products. Your order has been received and will be confirmed when customer service processes your order.

### Order Details

**Order ID:** 64830  
**Date Added:** 07/01/2025  
**Payment Method:** Credit Card (SecureSubmit)  
**Shipping Method:** Flat Rate Shipping (Totals Based)

**E-mail:** lbilleaud@cigrovestx.com  
**Telephone:** 409-960-5761  
**IP Address:** 72.131.209.42  
**Order Status:** Received Payment

### Payment Address

Tax ID: --  
Lance  
Billeaud  
Groves Fire Department  
5911 W. Washington Blvd.  
Groves, Texas 77619  
United States

### Shipping Address

Lance  
Billeaud  
Groves Fire Department  
5911 W. Washington Blvd.  
Groves, Texas 77619  
United States

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FINANCE

Product	Model	Quantity	Price	Total
Leather Helmet Shield Plaque <ul style="list-style-type: none"><li>- Shield Type - Engraved: 3 Panel Shield</li><li>- Shield Panel 1 Text: VOLUNTEER</li><li>- Shield Panel 2 Text: BILLY RICH JR.</li><li>- Shield Panel 3 Text: GROVES FIRE DEPT.</li><li>- Shield Center Style: Image</li><li>- Shield Center Image : Scramble</li><li>- Engraving Plate Text: Presented to Billy Rich Jr. In grateful appreciation for your 50 years of dedicated service to the citizens of Groves</li></ul>	PL-912-LSHIELD	1	\$103.00	\$103.00

**Sub-Total:** \$103.00

Product	Model	Quantity	Price	Total
Flat Rate Shipping (Totals Based):				\$27.95
Total:				\$130.95

Please reply to this e-mail if you have any questions.

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P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40108

07/08/2025

ISSUED TO:                      VEND #: 01-23814  
    CITIBANK, N.A.  
    P.O. BOX 78025  
    PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	3 RING BINDER JUNE CREDIT CARD CHARGES FOR DUSTIN MONTIJO	01 -5-32-02-010	0.00	3.97

07/08/2025

07/08/2025

07/08/2025

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\*\*\* TOTAL \*\*\*                      3.97

ORDERED BY: DUSTIN MONTIJO

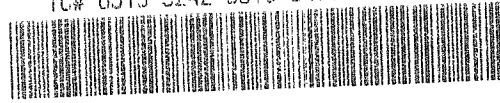
APPROVED BY: LANCE BILLEAUD

Give us feedback @ survey.walmart.com  
Thank you! ID #:7VPPNL4VSSJ

**Walmart** \*

WM Supercenter  
409-962-7858 Mgr. FERRAL  
4999 N TWIN CITY HWY  
PORT ARTHUR TX 77642  
ST# 00449 DP# 004531 TEN 02 TR# 01885

# ITEMS SOLD 1  
TC# 8315 5242 3310 8470 5197



1 BINDER 844106056110 3.97 N

SUBTOTAL 3.97  
TOTAL 3.97

MCARD TEND 3.97  
CHANGE DUE 0.00

MCARD DECLINED TRANSACTION  
MASTERCARD- 0640 1 1 APPR#0  
YOUR CARD WAS PARTIALLY APPROVED BY  
YOUR BANK FOR A LESSER AMOUNT. FOR  
DETAILS CONTACT YOUR CARD PROVIDER  
AID A0000000041010  
TERMINAL # 55779500  
06/20/25 11:27:45

MASTERCARD- 0640 1 1 APPR#060669  
3.97 TOTAL PURCHASE  
REF # 517100711971  
AID A0000000041010  
TERMINAL # 55779500  
\*Pin Verified  
06/20/25 11:28:02

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06/20/25 11:28:05

## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40109

07/08/2025

ISSUED TO:                      VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	CAPTAIN BUGLES JUNE CREDIT CARD CHARGES FOR LANCE BILLEAUD	01 -5-32-07-260	UNIFORM SERVICE 0.00	11.99

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JUL 25 2025  
FINANCE

\*\*\* TOTAL \*\*\*

11.99

ORDERED BY: \_\_\_\_\_

APPROVED BY: LANCE BILLEAUD



Details for Order #112-9431387-7513831

Order Placed: June 2, 2025

Amazon.com order number: 112-9431387-7513831

Order Total: \$11.99

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>First Class Fire Department Bugle Captain Rank Collar Lapel Pin Insignia (Pair) - Brass</i> Sold by: Uniform Warehouse Inc ( <a href="#">seller profile</a> ) Condition: New	\$11.99
<b>Shipping Address:</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 9769	Item(s) Subtotal: \$11.99
	Shipping & Handling: \$0.00
<b>Billing address</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	Total before tax: \$11.99
	Estimated Tax: \$0.00
	<b>Grand Total: \$11.99</b>

To view the status of your order, return to [Order Summary](#).

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## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40127

07/09/2025

ISSUED TO:                      VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	SUPPLIES	01 -5-25-02-020	MINOR APPARATUS & TOOLS	0.00	270.50
0.00	SUPPLIES	01 -5-25-02-050	COMPUTER & TECHNOLOGY	0.00	76.85
0.00	SUPPLIES	01 -5-25-02-010	OFFICE SUPPLIES	0.00	47.46
0.00	SUPPLIES	01 -5-02-02-010	OFFICE SUPPLIES	0.00	246.07
0.00	SUPPLIES	01 -5-02-03-010	BUILDING & GROUNDS	0.00	419.70
0.00	SUPPLIES	01 -5-02-07-010	TRAINING	0.00	25.00
	OFFICE SUPPLIES CITY HALL, BABY CHANGING STATION ACTIVITY BLDG, INK ACTIVITY BLDG, LASER DISTANCE MEASURER ACTIVITY BLDG, SECURITY WINDOW ALARM ACTIVITY BLDG, WHITE BOARD FOR CONFERENCE ROOM, SOUTHEAST TEXAS HUMAN RESOURCE ASSOCIATION MEETING FEE				

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\*\*\* TOTAL \*\*\*        1,085.58

ORDERED BY: C THIBODEAUX

APPROVED BY: CLARISSA THIBODEAUX

Order Placed: June 13, 2025

Amazon.com order number: 113-4684053-4726606

Order Total: \$270.50

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: Koala Kare Surface-Mounted Horizontal Baby Changing Station, Model KB300-01 (Grey)	\$270.50
Sold by: Red_Carpet ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
01-5-25-02-020	
<b>Shipping Address:</b> Clarissa Thibodeaux 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	
<b>Shipping Speed:</b> Expedited Shipping	
Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 9223	Item(s) Subtotal: \$270.50
	Shipping & Handling: \$0.00
<b>Billing address</b> Libbie Hughes 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Total before tax: \$270.50
	Estimated Tax: \$0.00
	<b>Grand Total: \$270.50</b>

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Details for Order #113-5973278-2343403

Order Placed: June 13, 2025  
Amazon.com order number: 113-5973278-2343403  
Order Total: \$224.53

Not Yet Shipped

Items Ordered

Price

\$34.50

1 Of: Tork Multifold Hand Towel White H2, Universal, 100% Recycled Fibers, 16 x 250 Towels, MB540A

Sold by: Amazon (seller profile)

Business Price

Condition: New

1 Of: HP 206A Black Toner Cartridge | Works with HP Color LaserJet Pro M255, HP Color LaserJet Pro MFP M282, M283 Series | W21

10A , 1 Count ( Pack of 1)

Sold by: HiTouch Business Services a BU of Staples (seller profile)

Condition: New

\$5.67

1 Of: BIC Xtra-Precision Mechanical Pencil, Metallic Barrel, Fine Point (0.5mm), 24-Count, Doesn't Smudge and Erases Cleanly

Sold by: Amazon (seller profile)

Business Price

Condition: New

\$17.99

1 Of: Sharpie Felt Tip Pens, Fine Point (0.4mm), Blue, 12 Count

Sold by: Amazon.com

Condition: New

\$36.09

1 Of: Nestle Coffee Mate Coffee Creamer Original, Pack of 12 (16 Ounce) (11000443)

Sold by: Amazon (seller profile)

Business Price

Condition: New

\$12.55

1 Of: Amazon Basics Sturdy Binder Clips for Office Use, 48 Count (4 Pack of 12), Large, 2 in, Black

Sold by: Amazon.com

Condition: New

\$7.34

1 Of: Amazon Basics Sturdy Binder Clips for Office Use, 96 Count (8 Pack of 12), Medium, 1.25 in, Black

Sold by: Amazon.com

Condition: New

\$33.54

1 Of: BOSCH GLM100-23 100 Ft Blaze Laser Distance Measure, Includes 2 AA Batteries

Sold by: Amazon (seller profile)

Business Price

Condition: New

Shipping Address:

Clarissa Thibodeaux  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

**Shipping Speed:**  
FREE Shipping

**Payment information**

**Payment Method:**  
MasterCard | Last digits: 9223

**Billing address**  
Libbie Hughes  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

Item(s) Subtotal: \$224.53  
Shipping & Handling: \$6.99  
Promotion applied: -\$6.99  
Total before tax: \$224.53  
Estimated Tax: \$0.00  
**Grand Total: \$224.53**

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Details for Order #113-1233098-3260258

01-5-02 010-25-924

Order Placed: June 23, 2025

Amazon.com order number: 113-1233098-3260258

Order Total: \$25.92

**Not Yet Shipped**

**Items Ordered**

**Price**

1 of: Equal Sugar Substitute Zero Calorie Sugar Alternative Sweetener Packets, 1000 Count

\$25.92

Sold by: TheNewMall ([seller profile](#))

Business Price

Condition: New

**Shipping Address:**

Clarissa Thibodeaux  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

**Shipping Speed:**

Standard Shipping

**Payment Information**

**Payment Method:**

MasterCard | Last digits: 9223

Item(s) Subtotal: \$25.92

Shipping & Handling: \$0.00

**Billing address**

Libbie Hughes  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

Total before tax: \$25.92

Estimated Tax: \$0.00

**Grand Total: \$25.92**

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**Order Placed: June 23, 2025**  
**Amazon.com order number: 113-6713152-8004269**  
**Order Total: \$14.10**

Not Yet Shipped	
<b>Items Ordered</b> 1 of: <i>Rubbermaid Commercial 295700BG Deskside Plastic Wastebasket Rectangular 10 1/4 gal Beige</i> Sold by: OfficeWorld Store ( <a href="#">seller profile</a> ) Business Price Condition: New	<b>Price</b> \$14.10
<b>Shipping Address:</b> Clarissa Thibodeaux 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	
<b>Shipping Speed:</b> Two-Day Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 9223	Item(s) Subtotal: \$14.10
	Shipping & Handling: \$0.00
<b>Billing address</b> Libbie Hughes 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Total before tax: \$14.10 Estimated Tax: \$0.00
	<b>Grand Total: \$14.10</b>

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Details for Order #113-0083699-3870609

Order Placed: June 24, 2025

Amazon.com order number: 113-0083699-3870609

Order Total: \$61.22

Not Yet Shipped	
Items Ordered	Price
1 of: MaxGear 50 Pcs Dry Erase Magnetic Labels, 3" x 1" Write on Magnets Stickers, Reusable/Erasable Magnet Name Tags for Whiteboard, Fridge, Cabinet, Classroom & Office Locker Shelf, Multicolor Sold by: MaxGear.LLC ( <a href="#">seller profile</a> ) Business Price Condition: New	\$6.64
1 of: AplysiaTech Super Strong N52 Rare Earth Refrigerator Magnets - 20 Pack, Colorful Fridge Magnets, Cute Decorative Magnet, Powerful Magnet for Office, Kitchen, Glass Board, Whiteboard, Dry Erase Board Sold by: AplysiaTech ( <a href="#">seller profile</a> ) Condition: New	\$17.99
1 of: Quartet Glass Dry Erase White Board Eraser, Magnetic, Whiteboard Eraser, Silver (SFEB3) Sold by: Amazon ( <a href="#">seller profile</a> ) Condition: New	\$13.83
1 of: Quartet Glass Dry Erase White Board Cleaner, Whiteboard Cleaning Spray, 17 oz, Orange Scented (562) Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$14.14
1 of: Quartet Dry Erase Markers, Glass Whiteboard Markers, Bullet Tip, White Board Dry Erase Pens for Teachers, Home, School & Office Supplies, Assorted Colors, 8 Pack (Q120000GBA) Sold by: Amazon ( <a href="#">seller profile</a> ) Condition: New	\$8.62
<b>Shipping Address:</b> Clarissa Thibodeaux 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	
<b>Shipping Speed:</b> FREE Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 9223	Item(s) Subtotal: \$61.22
<b>Billing address</b> Libbie Hughes 3947 LINCOLN AVE GROVES, TX 77619-4604	Shipping & Handling: \$6.99
	Promotion applied: -\$6.99
	Total before tax: \$61.22
	Estimated Tax: \$0.00

United States

Grand Total: \$61.22

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01-5-25-02-010- 13.92 14  
01-5-25-02-010- 30.00 4  
Details for Order #113-6842791-1383443

Order Placed: June 23, 2025  
Amazon.com order number: 113-6842791-1383443  
Order Total: \$44.61

Not Yet Shipped

Items Ordered

Price

1 of: Philips Personal Security Window and Door Alarm, 2 Pack, DIY Protection, Burglar Alert, Wireless, Chime/Alarm, Easy Installation, Ideal for Home, Garage, Apartment, RV and More, LRM3420W/27

\$13.92

Sold by: Amazon (seller profile)

Business Price

Condition: New

01-5-25-02-010

1 of: Cardinal Economy 3-Ring Binders, 1.5", Round Rings, Holds 350 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 (90631)

\$30.69

Sold by: Amazon (seller profile)

Condition: New

Shipping Address:

Clarissa Thibodeaux  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

MasterCard | Last digits: 9223

Item(s) Subtotal: \$44.61

Shipping & Handling: \$6.99

Promotion applied: -\$6.99

Billing address

Libbie Hughes  
3947 LINCOLN AVE  
GROVES, TX 77619-4604  
United States

Total before tax: \$44.61

Estimated Tax: \$0.00

Grand Total: \$44.61

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Details for Order #113-2071996-4383459

Order Placed: June 24, 2025

Amazon.com order number: 113-2071996-4383459

Order Total: \$419.70

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: J&J worldwide Glass Whiteboard, Magnetic Brilliance White Glass Dry Erase Board 8' x 4', Includes Markers, Marker Tray, Eraser for Wall, Office, Home, School Sold by: YIDEG ( <a href="#">seller profile</a> ) Business Price Condition: New	\$419.70
<b>Shipping Address:</b> Clarissa Thibodeaux 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	
<b>Shipping Speed:</b> Scheduled Delivery	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 9223	Item(s) Subtotal: \$419.70
<b>Billing address</b> Libbie Hughes 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Shipping & Handling: \$0.00
	-----
	Total before tax: \$419.70
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$419.70</b>

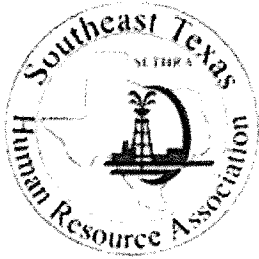
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FIN/2025

# Register for Lunch & Learn: AI and HR on June 25, 2025

## Registration Information



Southeast Texas Human Resource Association

**Meeting Date:** Wed, Jun 25, 2025 12:00 pm - 1:30 pm  
**Meeting Title:** Lunch & Learn: AI and HR  
**Venue:** Lamar University, Setzer Center, Neches Room  
**Location:** 4405 Jimmy Simmons Blvd.  
 Beaumont, TX 77705

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

Item	Qty	Price	Total
------	-----	-------	-------

### Non-Member Registration

Guest: Kevin Carruth City of Groves <a href="mailto:kcarruth@cigrovestx.com">kcarruth@cigrovestx.com</a>	1	\$25.00	\$25.00
--	---	---------	---------

**Subtotal:** \$25.00

**Total Registrations: 1** **Order Total:** \$25.00

City

Payment Method

Amount

06-23-2025	Paid by: Credit Card	
	(mastercard)	
	Card Ending: 9223	\$25.00
	Entered by: Kevin Carruth	

---

**Order Total:** \$25.00

**Amount Paid:** \$25.00

**Amount Due:** \$0.00

Thank you for registering for our upcoming event! We look forward to seeing you.

PAD  
JUL 25 2025  
FINANCE



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

City of Groves

PURCHASE ORDER # 09-40101

07/07/2025

ISSUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

SHIP TO:  
City of Groves Library  
5600 W. Washington  
Groves, TX 77619  
Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	Ethernet cable 35ft.	01 -5-21-03-030	EQUIPMENT M&R	8.48
1.00	Cat 6 ethernet wall plate	01 -5-21-03-030	EQUIPMENT M&R	14.69
0.00	Shipping/handling	01 -5-21-03-030	EQUIPMENT M&R	0.00
1.00	Safety eyes 120pcs	01 -5-21-07-200	READING CLUBS	5.50
0.00	Shipping/handling	01 -5-21-07-200	READING CLUBS	0.00
4.00	Paper cups	01 -5-21-07-200	READING CLUBS	2.12
1.00	Multifold towels	01 -5-21-02-040	MISCELLANEOUS SUPPLIES	30.60
1.00	Bolt (DVD)	01 -5-21-09-240	AUDIOTAPES	8.49
1.00	Homeward bound (DVD)	01 -5-21-09-240	AUDIOTAPES	7.50

Equipment M&R: \$30.16  
06/09 - \$30.16  
Reading Club: \$20.97  
06/23 - \$12.49, 06/30 - \$8.48  
Misc. Supplies: \$30.60  
07/01 - \$30.60  
Midwest: \$15.99  
07/01 - \$15.99  
Total: \$97.72

PAID

JUL 07 2025

CITY OF GROVES

PAID

JUL 25 2025

FINANCE

\*\*\* TOTAL \*\*\*

97.72

ORDERED BY: KBaaheth

APPROVED BY: LOUELLA DOUCET

Order Placed: June 6, 2025

Amazon.com order number: 113-8765507-2542624

Order Total: \$30.16

Equipment M+R

01-5-21-03-030

Shipped on June 8, 2025	
<b>Items Ordered</b>	<b>Price</b>
1 Of: Mediabridge CAT6 Ethernet Patch Cable (35 ft) RJ45 Connectors with Gold Plated Contacts (10gbps) Sold by: Mediabridge ( <a href="#">seller profile</a> ) Condition: New	\$8.48
1 Of: Cat 6 Ethernet Wall Plate 6 Port, Ethernet Wall Plate Female-Female Removable Compatible with Cat7/6/6e/5/5e Ethernet Dev ices -Blue Sold by: YOONECAN ( <a href="#">seller profile</a> ) Business Price Condition: New	\$14.69
<b>Shipping Address:</b> Louella Doucet GROVES PUBLIC LIBRARY 5600 W WASHINGTON ST GROVES, TX 77619-3629 United States	Item(s) Subtotal: \$23.17 Shipping & Handling: \$6.99 ----- Total before tax: \$30.16 Sales Tax: \$0.00 ----- <b>Total for This Shipment: \$30.16</b> -----
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6390	Item(s) Subtotal: \$23.17
<b>Billing address</b> Groves Public Library 5600 W WASHINGTON ST GROVES, TX 77619-3629 United States	Shipping & Handling: \$6.99 ----- Total before tax: \$30.16 Estimated Tax: \$0.00 ----- <b>Grand Total: \$30.16</b>
<b>Credit Card transactions</b>	MasterCard ending in 6390: June 8, 2025: \$30.16

To view the status of your order, return to [Order Summary](#) .[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.



Details for Order #113-0525234-2969801

Order Placed: June 20, 2025

Amazon.com order number: 113-0525234-2969801

Order Total: \$12.49

*MP*

*Reading Club  
01-5-21-07-200 MP*

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: UPINS 120PCS Plastic Safety Crochet Eyes Bulk with 120PCS Washers for Crochet Crafts (0.32Inch/8mm)	\$5.50
Sold by: UPINS ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
<b>Shipping Address:</b> Louella Doucet GROVES PUBLIC LIBRARY 5600 W WASHINGTON ST GROVES, TX 77619-3629 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6390	Item(s) Subtotal: \$5.50
	Shipping & Handling: \$6.99
	-----
<b>Billing address</b> Groves Public Library 5600 W WASHINGTON ST GROVES, TX 77619-3629 United States	Total before tax: \$12.49
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$12.49</b>

To view the status of your order, return to [Order Summary](#).

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*PAID  
JUL 25 2025  
FINANCE*

# Walmart

Save money. Live better.

WAL\*MART  
4097274667 Mgr. DOUGLAS  
PORT ARTHUR, TX  
ST# 408 OP# 9015 TE# 15 TR# 3499

UNI CUP 20C	074279787977	2.12
UNI CUP 20C	074279787977	2.12
UNI CUP 20C	074279787977	2.12
UNI CUP 20C	074279787977	2.12

SUBTOTAL		8.48
TAX 12	0 %	0.00
TOTAL		8.48
WMP MASTERCARD CREDIT TEND		8.48
WMP MASTERCARD **** * 6390		
CHANGE DUE		0.00

*Reading Club*  
*01-5-21-07-200*

*ZZ md*

# ITEMS SOLD 4

TC# 4223 1465 0306 9625 9265



06/29/25 22:12:48

[Return to previous page](#)

PAID

JUL 25 2025

PT 123



Jun 25, 2025 order  
Order# 2000133-59161850



Karat Multifold Paper Towels - White - Case of 12 packs	Qty 1	\$30.60
Bolt (DVD), Disney, Kids & Family	Qty 1	\$8.49
Homeward Bound: The Incredible Journey / Homeward Bound II: Lost in San Francisco (DVD), Disney, Kids & Family	Qty 1	\$7.50
Swiffer Dusters Refill for Cleaning, Feather & Microfiber Duster Alternative, Lavender, 18 Count	Canceled Qty 1	\$14.44
Equate Antibacterial Liquid Hand Soap, Berries & White Tea, 50 fl oz, Compare to Softsoap® Antibacterial Hand Soap White tea & Barry Fusion Active Ingredient	Canceled Qty 1	\$2.97
Wicked (DVD), Musical, Universal	Canceled Qty 1	\$14.96
Equate Liquid Hand Soap, Clear, 50 fl oz, Compare to Softsoap® Aquarium Series Hand Soap	Canceled Qty 1	\$2.97

PO number / reference ID ⓘ

[Add information](#)

Subtotal \$46.59

Tax \$0.00

Total \$46.59

**Charge history** Your transaction activity for this order >

Payment method

Misc. Supplies: \$30.60  
01-5-21-02-040

Midwest: \$15.99  
01-5-21-09-240

Total: \$46.59

*KE md*

PAID  
JUL 25 2025  
FINANCE

## P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40095

07/07/2025

ISSUED TO:                   VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	JUNE CREDIT CARD	11 -5-63-07-010	TRAINING	90.00	90.00
1.00	JUNE CREDIT CARD	11 -5-63-07-010	TRAINING	111.00	111.00
	JUNE CREDIT CARD				
	JULIAN MELANCON C.E.FOR PEST CONTROL LISENCE \$90				
	DAVID MOLBERT WATER LISENCE RENEWAL \$111				

RECEIVED  
JUL 11 11:15  
FINANCE

PAID

\*\*\* TOTAL \*\*\*  
JUL 27

201.00

FINANCE

ORDERED BY: CHRIS CROPPER

APPROVED BY: TROY W. FOXWORTH

## Christopher Cropper

---

**From:** Pest Control Courses <mail@appnet-hosting.com>  
**Sent:** Friday, June 27, 2025 2:13 PM  
**To:** Christopher Cropper  
**Subject:** Your Pest Control Courses order from June 27, 2025 is complete

# Control

## Your order is complete

Hi there. Your recent order on Pest Control Courses has been completed. Your order details are shown below for your reference:

### Order #18815

Product	Quantity	Price
5 CEU -- AG Bunch -- Agricultural Commercial, NonCommercial, or Private Applicator -- (1 IPM, 1 Law, 1 Drift Management & 2 General CEUs)	1	\$90.00
<b>Subtotal:</b>		\$90.00
<b>Payment method:</b>		Credit Card (Stripe)
<b>Total:</b>		\$90.00
<b>First Name:</b>	Julian	

**PAID**  
JUL 25 2025  
**FINANCE**

Last Name: Melancon

Applicator License #: 0927444

License Type: Noncommercial Applicator

### Customer details

- Email address: ccropper@cigrovestx.com
- Phone: 14099605702

### Billing address

Christopher Cropper  
City of Groves  
PO Box 846  
Groves, TX 77619

Peel Control Courses

PAID

JUL 25 2025

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

FINANCE



## Texas Commission on Environmental Quality Individual License Renewal Transaction Receipt

### Receipt

Paying for a license online does not constitute license renewal. The license is renewed only when the information is verified and the license has been issued by the agency. It may take up to 45 days for the review of the renewal application to be completed. Visit the TCEQ website to [check the status of your license](#).

**Note: Class D water and wastewater licensees** must complete and submit the questionnaire located on [this TCEQ website](#) before the license can be renewed. Failure to do so will result in an application deficiency, license denial, or non-renewal.

**Any payment submitted via this online application is considered non-refundable and non-transferable.**

Trace Number: 582LI98526323  
Transaction Date: 7/1/2025 10:30:17 AM  
Payment Method: Credit Card  
Name: MOLBERT, DAVID L  
License Number: WS0002698  
Expiration Date: 09222025  
Billing Name: Christopher Cropper  
Billing Address: PO Box 846  
Billing City: Groves  
Billing State: TX  
Billing Zip Code: 77619  
Total Amount Paid: \$111.00  
Status: **PAID IN FULL**

Congratulations! You have successfully completed the online renewal application.

[Close Window](#)

PAID  
JUL 25 2025  
FINANCE

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40005

06/23/2025

ISSUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	PHONE CASE	01 -5-32-04-200	15.99	15.99
1.00	SHIPPING	01 -5-32-04-200	6.99	6.99
1.00	BOOTS	01 -5-32-07-260	134.99	134.99
1.00	DOOR HANDLE FRONTEND LOAD	01 -5-44-03-040	45.00	45.00
1.00	SHIPPING	01 -5-44-03-040	3.00	3.00
1.00	FUEL CAP	11 -5-67-03-030	35.95	35.95
1.00	KM4780 HOSE	11 -5-67-03-030	52.88	52.88
1.00	EAGLE FLAG POLE ORNAMENT	01 -5-46-03-070	22.99	22.99
1.00	FLAG POLE STRING	01 -5-46-03-070	19.99	19.99
1.00	SOLOR POWER LIGHT FLAG PO	01 -5-46-03-070	35.99	35.99
	PROTIECTIVE CASE FOR PHONE			
	#112-7285180-3252250 \$22.98 FIRE DEPT			
	BOOOTS FOR FIRE DEPT			
	#112-8463054-2089849 \$134.99			
	DOOR HANDLE FOR FRONTEND LOADER			
	#113-8595606-6690642 \$48.00			
	FUEL CAP FOR JUMPING JACK			
	#113-5086269-3157869 \$35.95			
	RADIATOR HOSE FOR #52			
	#113-1924620-8989009 \$52.88			
	FLAG POLE LIGHT,STRING,EAGLE			
	#113-3967317-9537805 \$78.97			

RECEIVED  
JUL 02 2025  
FINANCE

PAID

\*\*\* TOTAL \*\*\*

373.77

JUL 25 2025

FINANCE

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH



Details for Order #112-7285180-3252250

Order Placed: June 3, 2025  
Amazon.com order number: 112-7285180-3252250  
Order Total: \$22.98

01-5-32-04-200

09-40005

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: SSLOTSCASE for Samsung Galaxy S24 FE Case [Support Wireless Charging] Raised Edges Protect Camera & Screen, Slim Durable Protective Phone Case Cover for Samsung S24 FE 5G 2024, Blue Sold by: SSLOTSCASE ( <a href="#">seller profile</a> ) Condition: New	\$15.99
<b>Shipping Address:</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	
<b>Shipping Speed:</b> Standard Shipping	
Payment Information	
<b>Payment Method:</b> MasterCard   Last digits: 6692	Item(s) Subtotal: \$15.99
<b>Billing address</b> Paul Cathey 4901 MCKINLEY AVE GROVES, TX 77619-6048 United States	Shipping & Handling: \$6.99
	-----
	Total before tax: \$22.98
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$22.98</b>

To view the status of your order, return to [Order Summary](#).

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PAID  
JUL 25 '25  
FINAL

01-5-32-07-260



Details for Order #112-8463054-2089849

05-40005

Order Placed: June 2, 2025

Amazon.com order number: 112-8463054-2089849

Order Total: \$134.99

Not Yet Shipped	
<b>Items Ordered</b> 1 Of: Tactical Research TR1040-ZWP 7" Waterproof Ultralight Black Tactical Boots for Men with Zipper - Leather and Nylon with BBP Lining and TR HiTRAC Outsole for Police and EMS, Black - 10 R Sold by: OutdoorEquipped ( <a href="#">seller profile</a> ) Condition: New	<b>Price</b> \$134.99
<b>Shipping Address:</b> Lance Billeaud 5911 W Washington Groves, TX 77619 United States	
<b>Shipping Speed:</b> Standard Shipping	
Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6692	Item(s) Subtotal: \$134.99 Shipping & Handling: \$0.00
<b>Billing address</b> Paul Cathey 4901 MCKINLEY AVE GROVES, TX 77619-6048 United States	Total before tax: \$134.99 Estimated Tax: \$0.00
	<b>Grand Total: \$134.99</b>

To view the status of your order, return to [Order Summary](#).
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 PAID  
 JUL 2 2025  
 FINANCIAL





Details for Order #113-8595606-6690642

09-40005

Order Placed: June 12, 2025  
PO number : FRONTEND LOADER  
Amazon.com order number: 113-8595606-6690642  
Order Total: \$48.00

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: Compatible with Komatsu Door Handle Lock, PC138 PC228US PC78US PC88MR Excavator Cab Part, 22B-54-16211 Sold by: guangzhoushilyilindianzishangwuyouxiangongsi (seller profile) Condition: New	\$45.00
<b>Shipping Address:</b> Paul Cathey 4901 MCKINLEY AVE GROVES, TX 77619-6048 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6692	Item(s) Subtotal: \$45.00 Shipping & Handling: \$3.00 -----
<b>Billing address</b> Paul Cathey 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Total before tax: \$48.00 Estimated Tax: \$0.00 ----- <b>Grand Total: \$48.00</b>

To view the status of your order, return to [Order Summary](#).

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PAID  
JUL 2 2025  
FIVE DOLLARS



Details for Order #113-5086269-3157869

Order Placed: June 16, 2025  
PO number : UTILITIES  
Amazon.com order number: 113-5086269-3157869  
Order Total: \$35.95

09-40005

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: JKIANTECH Fuel Tank Cap, Compatible with Multiquip Mikasa Jumping Jack Rammer MTX60, MTX70, MTX80 & MTX90, <i>Replaces</i> 366350460 Sold by: JKIANTECH AutoParts ( <a href="#">seller profile</a> ) Condition: New	\$35.95
<b>Shipping Address:</b> Paul Cathey 4901 MCKINLEY AVE GROVES, TX 77619-6048 United States  <b>Shipping Speed:</b> FREE Prime Delivery	
Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6692	Item(s) Subtotal: \$35.95 Shipping & Handling: \$0.00
<b>Billing address</b> Paul Cathey 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Total before tax: \$35.95 Estimated Tax: \$0.00
<b>Grand Total: \$35.95</b>	

To view the status of your order, return to [Order Summary](#).

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PAID  
JUL 25 2025  
PLANNING



Details for Order #113-1924620-8989009

**Order Placed:** June 23, 2025  
**PO number :** UNIT 52  
**Amazon.com order number:** 113-1924620-8989009  
**Order Total:** \$52.88

Not Yet Shipped	
<b>Items Ordered</b> 1 of: Motorcraft KM4780 Radiator Hose Sold by: PartsHawk ( <a href="#">seller profile</a> ) Condition: New	<b>Price</b> \$52.88
<b>Shipping Address:</b> Paul Cathey 4901 MCKINLEY AVE GROVES, TX 77619-6048 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits: 6692	Item(s) Subtotal: \$52.88 Shipping & Handling: \$0.00
<b>Billing address</b> Paul Cathey 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	----- Total before tax: \$52.88 Estimated Tax: \$0.00 ----- <b>Grand Total: \$52.88</b>

To view the status of your order, return to [Order Summary](#) .

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PAID  
JUL 25 2025  
FISCAL

Details for Order #113-3967317-9537805

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09-46005

**Order Placed:** June 24, 2025  
**PO number:** MEMORIAL PARK  
**Amazon.com order number:** 113-3967317-9537805  
**Order Total:** \$78.97

Not Yet Shipped

Items Ordered	Price
1 of: <i>BMFTRR1 Eagle Flag Pole Ball Topper Ornament - Aluminum Alloy Eagle Finial-1/2-13UNC Threading Fit 20/25/30Ft Telescoping/Sectional Flagpoles Outside House(Silver Eagle</i>	\$22.99
Sold by: YUECHUANG USA (seller profile)	
Supplied by: Other	
Condition: New	
1 of: <i>[Upgraded] 5/16" 100Ft Flagpole Rope Kit with 4 Pcs 3.3" Swivel Snap Hook - High Weight Bearing Anti-Tearing Utility Rope with Durable ZinC Alloy Swivel Hooks - Flag Pole Accessories Replacement Kit</i>	\$19.99
Sold by: X.C.R.S LLC (seller profile)	
Supplied by: Other	
Condition: New	
1 of: <i>Deluxe Flag Pole Light Solar Powered - 1300 Lumen for Flagpole - Light Up American Flag Outdoor from Dusk to Dawn for 12+ Hours - 100% Coverage Silver Flag Light</i>	\$35.99
Sold by: Deneve (seller profile)	
Supplied by: Other	
Condition: New	

**Shipping Address:**  
Paul Cathey  
4901 MCKINLEY AVE  
GROVES, TX 77619-6048  
United States

**Shipping Speed:**  
FREE Prime Delivery

PAID  
JUL 25 PM  
FINANCE

Payment information

<b>Payment Method:</b> Mastercard ending in 6692	Item(s) Subtotal:	\$78.97
	Shipping & Handling:	\$0.00
<b>Billing address</b> Paul Cathey 3947 LINCOLN AVE GROVES, TX 77619-4604 United States	Total before tax:	\$78.97
	Estimated tax to be collected:	\$0.00
	<b>Grand Total:</b>	<b>\$78.97</b>

To view the status of your order, return to Order Summary.

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# P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40129

07/09/2025

ISSUED TO:                      VEND #: 01-23814  
 CITIBANK, N.A.  
 P.O. BOX 78025  
  
 PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	CITI BANK TMCA ANNUAL CONFERENCE HOTEL	01 -5-02-07-010    TRAINING	0.00	1,186.68

1,186.68

07/25/25

PAID

PAID  
 JUL 25 2025  
 FINANCE

\*\*\* TOTAL \*\*\*                      1,186.68

ORDERED BY: K CARRUTH

APPROVED BY: KEVIN CARRUTH



**Grand Hyatt San Antonio**  
600 East Market Street  
San Antonio, TX 78205  
Tel: 210-224-1234  
Fax: 210-271-8019  
grandsanantonio.hyatt.com

INVOICE

MR Kevin Carruth  
3947 Lincoln Ave.  
Groves TX 77619  
United States

Room No. 2473  
Arrival 06-18-25  
Departure 06-22-25  
Folio Window 1  
Folio No. 2055960

Confirmation No. 1519178901  
Group Name TX CITY MGMT ASSN 2025

Date	Description	Charges	Credits
06-18-25	Accommodation	214.00	
06-18-25	San Antonio Tourism PID Fee	2.68	
06-18-25	Texas Hotel Occupancy Tax 6.0%	13.00	
06-18-25	Bexar County Hotel Occ. Tax 1.750%	3.79	
06-18-25	San Antonio Hotel Occ. Tax 9.000%	19.50	
06-18-25	State Cost Recovery Fee	2.54	
06-18-25	State Cost Recovery Fee Occupancy Tax	0.46	
06-18-25	Parking Overnight - Self	37.60	
06-18-25	State Sales Tax 8.25%	3.10	
06-19-25	Accommodation	214.00	
06-19-25	San Antonio Tourism PID Fee	2.68	
06-19-25	Texas Hotel Occupancy Tax 6.0%	13.00	
06-19-25	Bexar County Hotel Occ. Tax 1.750%	3.79	
06-19-25	San Antonio Hotel Occ. Tax 9.000%	19.50	
06-19-25	State Cost Recovery Fee	2.54	
06-19-25	State Cost Recovery Fee Occupancy Tax	0.46	
06-19-25	Parking Overnight - Self	37.60	
06-19-25	State Sales Tax 8.25%	3.10	
06-20-25	Accommodation	214.00	
06-20-25	San Antonio Tourism PID Fee	2.68	
06-20-25	Texas Hotel Occupancy Tax 6.0%	13.00	
06-20-25	Bexar County Hotel Occ. Tax 1.750%	3.79	
06-20-25	San Antonio Hotel Occ. Tax 9.000%	19.50	
06-20-25	State Cost Recovery Fee	2.54	
06-20-25	State Cost Recovery Fee Occupancy Tax	0.46	
06-20-25	Parking Overnight - Self	37.60	
06-20-25	State Sales Tax 8.25%	3.10	
06-21-25	Accommodation	214.00	
06-21-25	San Antonio Tourism PID Fee	2.68	
06-21-25	Texas Hotel Occupancy Tax 6.0%	13.00	
06-21-25	Bexar County Hotel Occ. Tax 1.750%	3.79	
06-21-25	San Antonio Hotel Occ. Tax 9.000%	19.50	
06-21-25	State Cost Recovery Fee	2.54	
06-21-25	State Cost Recovery Fee Occupancy Tax	0.46	
06-21-25	Parking Overnight - Self	37.60	
06-21-25	State Sales Tax 8.25%	3.10	

PAID  
JUL 25 2025  
FINANCE



**Grand Hyatt San Antonio**  
600 East Market Street  
San Antonio, TX 78205  
Tel: 210-224-1234  
Fax: 210-271-8019  
grandsanantonio.hyatt.com

INVOICE

MR Kevin Carruth  
3947 Lincoln Ave.  
Groves TX 77619  
United States

Confirmation No. 1519178901  
Group Name TX CITY MGMT ASSN 2025

Room No. 2473  
Arrival 06-18-25  
Departure 06-22-25  
Folio Window 1  
Folio No. 2055960

Date	Description	Charges	Credits
06-22-25	Master Card XXXXXXXXXXXXX1985 XX/XX		1,186.68
<b>Total</b>		1,186.68	1,186.68

Guest Signature

**Balance**

0.00

KC

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

**World of Hyatt Summary**

Membership:  
Bonus Codes:  
Qualifying Nights:  
Eligible Spend:  
Redemption Eligible:

Thank you for choosing the Grand Hyatt San Antonio. Our goal is to provide you with an exceptional stay. Your feedback is important to us. We would appreciate your comments being sent to [qualitysatgh@hyatt.com](mailto:qualitysatgh@hyatt.com)

For inquiries concerning your bill please call 888-587-4589.

For questions on your World of Hyatt account, please call 800-30-HYATT.  
Please remit payment to Lockbox 843350 Dallas, TX 75284

Summary Invoice, please see front desk for eligibility details.

PAID  
JUL 25 2025  
FINANCE

# HYATT TCMA ANNUAL CONFERENCE

Thank you for choosing to stay with Hyatt Hotels & Resorts

**Confirmation: 15191789**

## Grand Hyatt San Antonio River Walk

600 E. Market Street San Antonio, Texas, 78205 United States

Tel: +1 210 224 1234

### Reservation Summary

Check-in	Wed, Jun 18, 2025 04:00 PM	Rate	
Checkout	Sun, Jun 22, 2025 11:00 AM	<b>Total Cash Per Room*</b>	<b>\$1,022.08</b>
Room	(1) 1 King Corner	Wed, Jun 18	\$214.00
Guest	2 Adults	Thu, Jun 19	\$214.00
		Fri, Jun 20	\$214.00
		Sat, Jun 21	\$214.00
Guest Details	Kevin Carruth kcarruth13@gmail.com 3947 Lincoln Ave. Groves, TX 77619 US	Subtotal	\$856.00
		STATE TAX	\$51.36
		CITY TAX	\$77.04
		RECOVERY CHARGE	\$10.16
		TOURISM PID	\$10.70
Payment Details	MasterCard xxxx1985 3/2028	REC CHG SALES TX	\$1.84
		COUNTY TAX	\$14.98
		Taxes & Fees	\$166.08

\*Changes in taxes or fees will affect the total price.

### Special Requests

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# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40128

07/09/2025

ISSUED TO:                      VEND #: 01-23814  
 CITIBANK, N.A.  
 P.O. BOX 78025  
 PHOENIX, AZ 85062-8025

SHIP TO:  
 CITY OF GROVES POLICE/COURT  
 4201 MAIN AVE.  
 GROVES, TX 77619

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	WEST END HARDWARE	01 -5-31-02-020	MINOR APPARATUS & TOOLS	25.18	25.18
1.00	SAMS CLUB	01 -5-31-02-010	OFFICE SUPPLIES	90.96	90.96
1.00	AMAZON	01 -5-31-02-050	COMPUTER & TECHNOLOGY	272.98	272.98
1.00	SAMS CLUB	01 -5-31-02-040	MISCELLANEOUS SUPPLIES	84.66	84.66
1.00	AMAZON PRIME	01 -5-31-06-090	DUES & SUBSCRIPTIONS	16.23	16.23
1.00	AMAZON	01 -5-31-02-050	COMPUTER & TECHNOLOGY	274.84	274.84
1.00	AMAZON	01 -5-31-02-040	MISCELLANEOUS SUPPLIES	130.12	130.12
1.00-	CREDIT	01 -5-31-03-020	OFC, FURNITURE, FIXTURE M&R	3.68	3.68-
	CC# 2434				
	WEST END HARDWARE-KEYS \$25.18				
	SAM'S CLUB-OFFICE SUPPLIES \$90.96				
	AMAZON-USB \$272.98				
	SAM'S CLUB-MISCELLANEOUS SUPPLIES \$84.66				
	AMAZON PRIME MEMBERSHIP \$16.23				
	AMAZON-TONER \$274.84				
	AMAZON-GLOVES \$130.12				
	CREDIT \$-3.68				
	NEW BALANCE \$891.29				

PAID  
 JUL 25 2025  
 FINANCIAL

\*\*\* TOTAL \*\*\*                      891.29

ORDERED BY: CLARISBEL LOPEZ

APPROVED BY: CHRISTOPHER G. ROBIN

24627

## WEST END HARDWARE

5110 TWIN CITY HWY  
GROVES, TX 77619  
4099633800

Cashier: Danny

Transaction 100014

<b>Total</b>	<b>\$25.18</b>
--------------	----------------

CREDIT CARD SALE	\$25.18
------------------	---------

MASTERCARD 2434

Retain this copy for statement  
validation

11-Jun-2025 1:19:30P

**\$25.18 | Method: CONTACTLESS**

Mastercard XXXXXXXXXXXX2434

Reference ID: 516200746229

Auth ID: 001211

MID: \*\*\*\*\*9885

AID: A00000000041010

AthNtwkNm: MASTERCARD

Online: <https://clover.com/p/WKVZ9VP39C940>



WKVZ9VP39C940

Payment WKVZ9VP39C940

**Clover Privacy Policy**  
<https://clover.com/privacy>

13	
14	

RECEIVED BY

**KEEP THIS SLIP FOR REFERENCE**

5-31-02-010



Order 10306857001



Thanks for your order, Christopher!

We're processing your **order #10306857001** and will email you when it ships or is out for delivery.

In order to get your item(s) to you as quickly as possible, your order may be split into multiple shipments with some items coming directly from your local club.

[See Your Order Status](#)

## Items to ship (7)

Christopher Robin  
4201 MAIN AVE, GROVES, TX 77619

Shipment 1 of 1



**Acco Paper Clips Jumbo Non Skid 100 Count 10 Pack**

Item 709699

Shipping: Standard

**Qty 1**

**\$15.48**

\$15.48 each



**Assorted Color Sign Here Flags 4 Colors**

Item 676865

Shipping: Standard

Qty 1

**\$5.98**

\$5.98 each



**Postit Popup Sticky Notes Value Pack Miami Collection 16 Padsper Pack**

Item 980121555

Shipping: Standard

Qty 1

**\$14.98**

\$14.98 each



**Pilot G 2 Retractable Roller Ball Gel Pens Select Color Fine Black Black**

Item 377888

Shipping: Standard

Qty 1

**\$14.38**

\$14.38 each



**3 M Pastel Postit Notes Value Pack**

Item 939071

Shipping: Standard

Qty 1

**\$12.48**

\$12.48 each



**Universal Wirebound Memo Books Narrow Rule 5 x 3 Orange 1250 Sheet Pads Pack**

Item 980080150

Shipping: Standard

Qty 1

**\$13.28**

\$13.28 each





**Pilot G 2 Retractable Roller Ball Gel Pens Select Color Fine Blue Blue**

Item 377895

Shipping: Standard

Qty 1

**\$14.38**

\$14.38 each

Prices and availability of items may vary and are subject to change without notice. Some items may ship separately due to availability and shipping method.

**Paid Online**

Subtotal (7 items)

**\$90.96**

Sales tax

**\$0.00**

**Paid online**

**\$90.96**

Payment method

MASTERCARD \*2434

**\$90.96**

PAID  
JUL 25 2015  
FINANCE

**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Thursday, June 12, 2025 9:53 AM  
**To:** John Hudson <JHudson@cigrovestx.com>  
**Subject:** Ordered: 2 "KOOTION 50pcs 16 GB USB..." and 1 more item



5.31.02.050

[Your Orders](#)

[Your Account](#)

[Buy Again](#)

**Thanks for your order, John!**



**Ordered**

Shipped

Out for delivery

Delivered

**Arriving Saturday**

**John - GROVES, TX**

**Order # 112-8790584-8353841**

[View or edit order](#)



KOOTION 50pcs 16 GB USB Flash Dri...

Quantity: 2

**\$110.49**



KOOTION 10 Pack 32GB Flash Drive ...

Quantity: 1

**\$31.19**

PAID  
JUL 25 2025  
FINANCE

**Total**

**\$272.98**

5.31.02.040



Order 10309597596



## Thanks for your order, Christopher!

We're processing your **order #10309597596** and will email you when it ships or is out for delivery.

In order to get your item(s) to you as quickly as possible, your order may be split into multiple shipments with some items coming directly from your local club.

[See Your Order Status](#)

### Items to ship (4)

Christopher Robin  
4201 MAIN AVE, GROVES, TX 77619

Shipment 1 of 1



**Marathon Multifold 1 Ply White Paper Towels 16 pks 250 towelspk**

Item 46974

Shipping: Standard

Qty 1

**\$33.98**

\$33.98 each

PAID  
JUL 25 10:15  
FINANCE

**Members Mark Select Tear 2 Ply Paper Towel 15 rolls 150 sheetsroll**

Item 980022772

Shipping: Standard

**Qty 1****\$19.98**

\$19.98 each

**Clorox Disinfecting Bleach Free Cleaning Wipes Variety Pack 85 wipespk 5 pk**

Item 980249214

Shipping: Standard

**Qty 1****\$18.98**

\$18.98 each

**Windex Original Glass Cleaner 1 spraybottle 128 floz Refill**

Item 980006569

Shipping: Standard

**Qty 1****\$11.72**

\$11.72 each

Prices and availability of items may vary and are subject to change without notice. Some items may ship separately due to availability and shipping method.

**Paid Online**

Subtotal (4 items)

\$84.66

Sales tax

\$0.00

**Paid online****\$84.66**

Payment method

MASTERCARD \*2434

\$84.66

PAID  
APR 25 2025





5-31-02-050

[Your Orders](#)

[Your Account](#)

[Buy Again](#)

Thanks for your order, John!



Ordered

Shipped

Out for delivery

Delivered

Arriving tomorrow

John - GROVES, TX

Order # 112-9892010-1514607

[View or edit order](#)



HP 90A Black Toner Cartridge | Wo...

Quantity: 1

\$253.89

PAID  
JUL 25 2003  
FINANCE

Total

\$274.84



5.31.02.040

[Your Orders](#)

[Your Account](#)

[Buy Again](#)

Thanks for your order, John!



Ordered

Shipped

Out for delivery

Delivered

Arriving Thursday

John - GROVES, TX

Order # 112-0768398-5333821

[View or edit order](#)



TitanFlex Disposable Nitrile Exam...

Quantity: 3

\$1189



TitanFlex Disposable Nitrile Exam...

Quantity: 3

\$1199

PAID  
JUL 25 2025  
FINANCE



TitanFlex Disposable Nitrile Exam...

Quantity: 3

**\$1199**



TitanFlex Disposable Nitrile Exam...

Quantity: 1

**\$1259**

---

Total

**\$130.12**

---

PAID  
JUL 25 2025  
FINANCE

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-40135

07/10/2025

ISSUED TO: VEND #: 01-23814  
CITIBANK, N.A.  
P.O. BOX 78025  
PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	AMERICAN WATER COLLEGE PM WATER UTILITY SAFETY TRAINING-GARRETT HICKS 6-18-25 \$349.99	11 -5-67-07-010	349.99	349.99

PAID  
JUL 25 2025  
FINANCE

\*\*\* TOTAL \*\*\* 349.99

ORDERED BY: PMOLBERT

APPROVED BY: TROY W. FOXWORTH





35670  
09-40135

**American Water College**  
PO Box 152  
Valley Mills, TX 76689

## RECEIPT OF PAYMENT

**Billing Address:**

Troy Foxworth  
City of Groves  
4925 McKinley Ave  
Groves, TX 77619  
npotter@cigrovestx.com

**Student Information:**

Invoice Date: June 18, 2025  
Order Number: 259174  
Order Date: June 18, 2025  
Payment Method: Credit Card

Product	Quantity	Price
Water Utility Safety (1132)	1	\$349.99
Student First Name: Garrett Student Last Name: Hicks Student Email:		

garrett  
Hicks

Subtotal	\$349.99
Shipping	Free shipping
Total	\$349.99

Training Budget  
11-5-67-07-010

PAID  
JUL 25 2025  
FINANCE

# P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40208

07/18/2025

ISSUED TO:                      VEND #: 01-23814  
 CITIBANK, N.A.  
 P.O. BOX 78025  
  
 PHOENIX, AZ 85062-8025

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	TCEQ APP NP	11 -5-67-07-010	0.00	113.75
0.00	TCEQ APP AA	11 -5-67-07-010	0.00	113.75

TCEQ APPLICATION  
 ADRIAN ANDALLA- \$113.75  
 NICHOLAS POTTER-\$113.75

PAID

JUL 25 2025

FINANCE

PAID  
 JUL 22 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 227.50

ORDERED BY: NICHOLAS POTTER

APPROVED BY: TROY W. FOXWORTH

[Skip to main content](#)

# Texas Commission on Environmental Quality

[Questions or Comments >>](#)

09-40208  
35723

- [Return to SUNSS](#)
- [Search Transactions](#)
- [Select Fee](#)
- [Shopping Cart](#)

Your transaction is complete. Thank you for using TCEQ ePay.

Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

Important: This is a receipt for FEE PAYMENT ONLY.

## Transaction Information

Trace Number:582EA000674135

Date:06/27/2025 09:23 AM

Payment Method:CC - Authorization 0000004448

ePay Actor:NICK POTTER

Actor Email:npotter@cigrovestx.com

IP:64.183.177.98

TCEQ Amount:\$111.00

Texas.gov Fee:\$2.75

Texas.gov Price:\$113.75\*

\* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

PAID  
JUL 25 2025  
FINANCE

## Payment Contact Information

Name:NICK POTTER

Company:CITY OF GROVES

Address:4925 MCKINLEY, GROVES, TX 77619

Phone:409-960-5704

Voucher Detail  
Voucher 770082

Transaction Information

Voucher Number: 770082  
Trace Number: SEILA000071517  
Date: 06/09/2025 12:58 PM  
Payment Method: CC - Authorization 0000014995  
Voucher Amount: \$1111.00  
Fee Code: WSC  
Fee Type: WATER OPERATOR LICENSE  
APay Actor: NICHOLAS POTTER  
Actor Email: [REDACTED]  
IP: 64.183.177.85

Texas - gov Fee \$2.75

Payment Contact Information

Name: NICK POTTER  
Company: CITY OF GROVES  
Address: [REDACTED]  
Phone: [REDACTED]

Customer Information

Customer Name: ADRIAN ANDALLA  
Customer Address: [REDACTED]

Other Information

STEERS/SUNSS Program: OLEA  
STEERS/SUNSS Ref Number: 126243

USAS Status

The USAS status and date are populated once YCRQ has received the funds.

USAS Status: RECEIVED  
USAS Date: 06/11/2025

Voucher Status

Status	Staff	Comment	Start	End
APPLIED	SUNSS	SUBMITTED VIA SUNSS	06/09/2025	

[Change Status](#) [Reprint](#)

PAID  
JUL 25 2025  
FINANCE







Invoice: 22396737  
 Job No:  
 Invoice Date: 06/30/2025  
 Due Date: 06/30/2025

Customer Acct#: 6779-001

## GFL PLANT SERVICES, LP

P.O. BOX 732411  
 DALLAS, TX 75373-2411  
 Phone: 409 736-3600 Fax: 409 736-2530

Location/Unit/Dept: 1222 TAFT AVE  
 Site Contact: COLBY DOUCET  
 Site Phone Number: 409.960.6526  
 Haul Fee Notes: DEMURRGE AFTER 1 HR  
 Ordered By:

INVOICE TO: CITY OF GROVES (C)  
 PUBLIC WORKS DEPARTMENT  
 P.O. BOX 846  
 GROVES, TX 77619  
 Phone 409 960-5701 Fax 409 962-9433

SHIP TO: GROVES WATER RECLAIM CTR  
 1222 TAFT AVE EXT  
 POC COBY DOUCET 409-960-6526  
 PORT ARTHUR, TX 77642

SERVICE DATE(S)	GFL WO #	DRIVER TKT #	DESCRIPTION	BOX #	MANIFEST	QTY	RATE	TOTAL
Billing Period is 6/1/2025 -- 6/30/2025				PO#: GROVES WATER RECLAIM CTR				
06/01/2025			20YD ROLL TARP	RT-20016	30 Day(s)	1	\$1.00	\$30.00
06/30/2025								
06/01/2025			20YD ROLL TARP	RT-20051	30 Day(s)	1	\$1.00	\$30.00
06/30/2025								
06/02/2025		245167	CITY OF PA HAUL	RT-20051	224637	1	\$287.50	\$287.50
06/02/2025								
06/02/2025		245167	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/02/2025								
06/03/2025		245170	CITY OF PA HAUL	RT-20016	224639	1	\$287.50	\$287.50
06/03/2025								
06/03/2025		245170	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/03/2025								
06/04/2025		245173	CITY OF PA HAUL	RT-20051	224641	1	\$287.50	\$287.50
06/04/2025								
06/04/2025		245173	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/04/2025								
06/05/2025		245176	CITY OF PA HAUL	RT-20016	224643	1	\$287.50	\$287.50
06/05/2025								
06/05/2025		245176	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/05/2025								
06/06/2025		245180	CITY OF PA HAUL	RT-20051	224645	1	\$287.50	\$287.50
06/06/2025								
06/06/2025		245180	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/06/2025								
06/09/2025		245457	CITY OF PA HAUL	RT-20016	221468	1	\$287.50	\$287.50
06/09/2025								
06/09/2025		245457	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/09/2025								
06/10/2025		245183	CITY OF PA HAUL	RT-20051	224648	1	\$287.50	\$287.50
06/10/2025								
06/10/2025		245183	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/10/2025								
06/11/2025		245186	CITY OF PA HAUL	RT-20016	224650	1	\$287.50	\$287.50
06/11/2025								

Thank you for your D day net payment!





Invoice Number: 22396737  
 Job No:  
 Invoice Date: 06/30/2025  
 Due Date: 06/30/2025  
 Customer Acct#: 6779-001

## GFL PLANT SERVICES, LP

P.O. BOX 732411  
 DALLAS, TX 75373-2411  
 Phone: 409 736-3600 Fax: 409 736-2530

SERVICE DATE(S)	GFL WO #	DRIVER TKT #	DESCRIPTION	BOX #	MANIFEST	QTY	RATE	TOTAL
06/11/2025 06/11/2025		245186	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/12/2025 06/12/2025		245598	CITY OF PA HAUL	RT-20051	221783	1	\$287.50	\$287.50
06/12/2025 06/12/2025		245598	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/13/2025 06/13/2025		245193	CITY OF PA HAUL	RT-20016	220304	1	\$287.50	\$287.50
06/13/2025 06/13/2025		245193	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/16/2025 06/16/2025		245196	CITY OF PA HAUL	RT-20051	220306	1	\$287.50	\$287.50
06/16/2025 06/16/2025		245196	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/17/2025 06/17/2025		245199	CITY OF PA HAUL	RT-20016	220308	1	\$287.50	\$287.50
06/17/2025 06/17/2025		245199	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/17/2025 06/17/2025		245199	DEMURRAGE	RT-20051		0.17	\$95.00	\$16.15
06/18/2025 06/18/2025		237802	CITY OF PA HAUL	RT-20051	220311	1	\$287.50	\$287.50
06/18/2025 06/18/2025		237802	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/20/2025 06/20/2025		237808	CITY OF PA HAUL	RT-20016	220317	1	\$287.50	\$287.50
06/20/2025 06/20/2025		237808	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/23/2025 06/23/2025		255077	CITY OF PA HAUL	RT-20051	220913	1	\$287.50	\$287.50
06/23/2025 06/23/2025		255077	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/24/2025 06/24/2025		237815	CITY OF PA HAUL	RT-20016	220318	1	\$287.50	\$287.50
06/24/2025 06/24/2025		237815	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/25/2025 06/25/2025		237817	CITY OF PA HAUL	RT-20051	220319	1	\$287.50	\$287.50
06/25/2025 06/25/2025		237817	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/26/2025 06/26/2025		237819	CITY OF PA HAUL	RT-20016	220321	1	\$287.50	\$287.50

Thank you for your D day net payment!



Invoice Number: 22396737  
 Job No:  
 Invoice Date: 06/30/2025  
 Due Date: 06/30/2025  
 Customer Acct#: 6779-001

## GFL PLANT SERVICES, LP

P.O. BOX 732411  
 DALLAS, TX 75373-2411  
 Phone: 409 736-3600 Fax: 409 736-2530

SERVICE DATE(S)	GFL WO #	DRIVER TKT #	DESCRIPTION	BOX #	MANIFEST	QTY	RATE	TOTAL
06/26/2025		237819	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/26/2025								
06/27/2025		237822	CITY OF PA HAUL	RT-20051	220323	1	\$287.50	\$287.50
06/27/2025								
06/27/2025		237822	PLASTIC BOX LINER	RT-20051		1	\$25.00	\$25.00
06/27/2025								
06/30/2025		237826	CITY OF PA HAUL	RT-20016	220327	1	\$287.50	\$287.50
06/30/2025								
06/30/2025		237826	PLASTIC BOX LINER	RT-20016		1	\$25.00	\$25.00
06/30/2025								
			FUEL SURCHARGE			1	\$1,729.85	\$1,729.85
								<b>Subtotal:</b> \$8,056.00
								HSE INSURANCE RECOVERY FEE-12.50%: \$1,007.00
								<b>Taxable Total:</b> \$8,056.00
								<b>Total Tax:</b> \$0.00
								<b>Invoice Total:</b> \$9,063.00

Thank you for your D day net payment!



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

C i t y o f G r o v e s

PURCHASE ORDER # 09-40141

07/10/2025

ISSUED TO: VENDOR #: 01-7610  
 GROVES CHAMBER  
 OF COMMERCE  
 4399 MAIN  
 GROVES, TX 77619

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	QUARTERLY PAYMENT QUARTERLY PAYMENT	01 -5-99-06-150 CHAMBER OF COMMERCE	0.00	15,000.00



PAID  
 JUL 11 2025  
 FINANCE

RECEIVED  
 JUL 11 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 15,000.00

ORDERED BY: LAMAR OZLEY

APPROVED BY: LAMAR OZLEY

# GROVES

Chamber of Commerce & Tourist Center  
4399 Main Ave  
Groves, TX 77619

(409) 962-3631

## CITY OF GROVES

3947 Lincoln Ave.,  
Groves, TX, 77619, United States

## Invoice

**Date:** 20th / May / 2025

: \_2629227

**Due Date:** 30th Jun 2025

Due Date: 30th Jun 2025

Status: Pending

ITEM	QUANTITY	UNIT PRICE	TOTAL
1 <b>Hotel Motel</b> Hotel Motel Quarterly Payment	1.00	\$15,000.00	\$15,000.00
Sub Total			\$15,000.00
Total			\$15,000.00
Total Due			\$15,000.00

PAID  
JUL 11 2025  
FINANCE





July 10, 2025

RE: Electrical service at  
Groves Waste Water Plant  
**Electrical Quotation**

Coby:

As per our onsite visit, the following is to replace malfunctioning transfer switch controller and blank display. Utility power will need to be de - energized for the repair.

Total: \$5,173.88

**Qualifications:**

1. Based on regular work hours. Monday – Friday 7:00am – 3:30pm
2. All credit card transactions will have an additional 3.5% fee.
3. Estimate valid for 30 days from date of quotation.
4. Taxes are not included in the estimate.

If you accept the above, please sign below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely  
Newtron Electrical Services  
Andy Cassidy  
Service Manager



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

City of Groves

PURCHASE ORDER # 09-39978

06/19/2025

ISSUED TO: VEND #: 01-16410 SHIP TO:  
 SMART'S TRUCK & TRAILER EQUIPMENT, INC. City of Groves City Hall  
 4730 WASHINGTON BLVD 3947 Lincoln Avenue  
 BEAUMONT, TX 77707 Groves, TX 77619  
 Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	pump for tote PUMP HOR NEW 40WT OIL TOTR #177961b \$1505.25	01 -5-42-07-270 TOOL ALLOWANCE	1,505.25	1,505.25

\*\*\* TOTAL \*\*\* 1,505.25

PAID

JUL 11 2025

FINANCE

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH



**Smart's Truck & Trailer Equipment Inc. - Beaumont**  
 4730 Washington Blvd.  
 Beaumont, TX 77707  
 Phone: (409) 842-5110  
 Fax: (409) 842-9310  
 www.smartstruck.com

09-37978

NO REFUND WITHOUT THIS INVOICE. NO REFUNDS ON ELECTRICAL PARTS AND INSTALLED ITEMS.  
 NO PARTS RETURNABLE AFTER 10 DAYS.  
 15% HANDLING CHARGE ON ALL RETURNABLE PARTS.

DATE ENTERED 12 JUN 25	YOUR ORDER NO. FLEET	DATE SHIPPED 19 JUN 25	INVOICE DATE 19 JUN 25	INVOICE NUMBER 177961B	08:31
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ACCOUNT NO. G3200  
  
 CITY OF GROVES  
 ATTN: A/P DEPT  
 3947 LINCOLN AVENUE  
 GROVES, TX 77619

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CITY OF GROVES  
 3947 LINCOLN AVENUE  
 GROVES, TX 77619

PAGE 1 OF 1

SHIP VIA		GROVES, TX 77613		SLSM.		B/L NO.		TERMS		F.O.B. POINT	
DELIVERY		517		(409) 962-4471		CHARGE		Beaumont, TX		08:31	
ORD		QUANTITY		PART NO.		DESCRIPTION		LIST		NET	
SHIP		S.O.						AMOUNT			
1		1		0		PIU-PM*OIL*TOTEKIT BASIC PLUS TOTE		2230.00		1505.25	

Any warranties on the product sold hereby are those made by the manufacturer. The seller Smart's Truck & Trailer Equipment Inc., hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose.  
 WARRANTY FOR PARTS SOLD ACROSS THE COUNTER ARE SUBJECT TO THE MANUFACTURER'S POLICY. NO LABOR WILL BE PAID OR FURNISHED FOR ANY PARTS ONLY WARRANTY CREDIT CANNOT BE ISSUED FOR CORES OVER 45 DAYS FROM DATE OF PURCHASE.

City of Groves

224

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-39996

06/23/2025

ISSUED TO:

VEND #: 01-16410

SHIP TO:

SMART'S TRUCK & TRAILER EQUIPMENT, INC.  
4730 WASHINGTON BLVD  
BEAUMONT, TX 77707

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

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	40WT OIL TOTE	05 -5-55-03-050	SOLID WASTE TRUCKS	638.39	638.39
1.00	40WT OIL TOTE	01 -5-32-03-040	MOTOR VEHICLES	638.39	638.39
1.00	40WT OIL TOTE	01 -5-44-03-040	MOTOR VEHICLES	638.39	638.39
1.00	40WT OIL TOTE	11 -5-63-03-040	MOTOR VEHICLES	638.39	638.39
1.00	40WT OIL TOTE	11 -5-64-03-040	MOTOR VEHICLES	638.39	638.39
1.00	40WT OIL TOTE	11 -5-67-03-040	MOTOR VEHICLES	638.39	638.39
1.00	40WT OIL TOTE	01 -5-42-03-040	MOTOR VEHICLES	638.40	638.40
	40WT OIL FOR FLEET				
	#177953B \$4468.74				

PAID

JUL 11 2025

FINANCE

\*\*\* TOTAL \*\*\*

4,468.74

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH



Smart's Truck & Trailer Equipment Inc. - Beaumont  
 4730 Washington Blvd.  
 Beaumont, TX 77707  
 Phone: (409) 842-5110  
 Fax: (409) 842-9310  
 www.smartstruck.com



09-35596

NO REFUND WITHOUT THIS INVOICE. NO REFUNDS ON ELECTRICAL PARTS AND INSTALLED ITEMS.  
 NO PARTS RETURNABLE AFTER 10 DAYS.  
 15% HANDLING CHARGE ON ALL RETURNABLE PARTS.

DATE ENTERED 12 JUN 25	YOUR ORDER NO. FLEET	DATE SHIPPED 19 JUN 25	INVOICE DATE 19 JUN 25	INVOICE NUMBER 177953B	08:30
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ACCOUNT NO. G3200  
  
 CITY OF GROVES  
 ATTN: A/P DEPT  
 3947 LINCOLN AVENUE  
 GROVES, TX 77619

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CITY OF GROVES  
 3947 LINCOLN AVENUE  
 GROVES, TX 77619

PAGE 1 OF 1

SHIP VIA			SLSM.	B/L NO.	TERMS	F.O.B. POINT		
DELIVERY			517	(409) 962-4471	CHARGE	Beaumont, TX 08:30		
QUANTITY			PART NO.			DESCRIPTION		
QTY	SHIP	QTY	ROT40-330			TOTE 40W ROTELLA		
1	1	0				7447.90	4468.74	4,468.74
						PAID		
						JUL 11 2025		
						FINANCE		
						PARTS 4,468.74		
						SUBLET		
						FREIGHT 0.00		
						SALES TAX 0.00		
						TOTAL \$4,468.74		
CUSTOMER'S SIGNATURE								
X								

Any warranties on the product sold hereby are those made by the manufacturer. The seller Smart's Truck & Trailer Equipment Inc., hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose.  
 WARRANTY FOR PARTS SOLD ACROSS THE COUNTER ARE SUBJECT TO THE MANUFACTURER'S POLICY. NO LABOR WILL BE PAID OR FURNISHED FOR ANY PARTS ONLY. CREDIT CANNOT BE ISSUED FOR CORES OVER 45 DAYS FROM DATE OF PURCHASE.

City of Groves

226



# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-39954

06/16/2025

ISSUED TO: VEND #: 01-16410 SHIP TO:  
 SMART'S TRUCK & TRAILER EQUIPMENT, INC. City of Groves City Hall  
 4730 WASHINGTON BLVD 3947 Lincoln Avenue  
 BEAUMONT, TX 77707 Groves, TX 77619  
 Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
1.00	40WT OIL	05 -5-55-03-050	446.70	446.70
1.00	40WT OIL	01 -5-44-02-030	446.70	446.71
	OIL 40WT			
	#177663B \$893.41			

PAID  
 JUL 11 2025  
 FINANCE

PAID  
 JUL 11 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 893.41

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH



Smart's Truck & Trailer Equipment Inc. - Beaumont  
 4730 Washington Blvd.  
 Beaumont, TX 77707  
 Phone: (409) 842-5110  
 Fax: (409) 842-9310  
 www.smartstruck.com



09-3554

NO REFUND WITHOUT THIS INVOICE. NO REFUNDS ON ELECTRICAL PARTS AND INSTALLED ITEMS.  
 NO PARTS RETURNABLE AFTER 10 DAYS.  
 15% HANDLING CHARGE ON ALL RETURNABLE PARTS.

DATE ENTERED 10 JUN 25	YOUR ORDER NO. SOLID WASTE	DATE SHIPPED 16 JUN 25	INVOICE DATE 16 JUN 25	INVOICE NUMBER 177663B	08:50
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ACCOUNT NO. G3200  
  
CITY OF GROVES  
ATTN: A/P DEPT  
3947 LINCOLN AVENUE  
GROVES, TX 77619

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CITY OF GROVES  
3947 LINCOLN AVENUE  
GROVES, TX 77619

PAGE 1 OF 1

SHIP VIA			GROVES, TX 77619	SLSM.	B/L NO.	TERMS	F.O.B. POINT		
DELIVERY			517	(409) 962-4471	CHARGE		Beaumont, TX		08:50
QUANTITY			PART NO.		DESCRIPTION		LIST	NET	AMOUNT
QTY	SHIP	B.O.							
1	1	0	SHELL40-55		40W OIL		1914.45	893.41	893.41
							PAID		
							JUL 11 2025		
							FINANCE		
							PARTS 893.41		
							SUBLET		
							FREIGHT 0.00		
							SALES TAX 0.00		
							TOTAL \$893.41		
CUSTOMER'S SIGNATURE									
X									

# PURCHASE ORDER

City of Groves

PURCHASE ORDER # 09-39966

06/17/2025

ISSUED TO:	VEND #: 01-16410	SHIP TO:
SMART'S TRUCK & TRAILER EQUIPMENT, INC.		City of Groves City Hall
4730 WASHINGTON BLVD		3947 Lincoln Avenue
BEAUMONT, TX 77707		Groves, TX 77619
		Purchasing Department

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
1.00	P776895 AIR FILTER	01 -5-44-03-030	EQUIPMENT M&R	27.42	27.42
1.00	P776360 AIR	01 -5-44-03-030	EQUIPMENT M&R	64.88	64.88
	SERVICE FILTER				
	#177797B \$92.30				

RECEIVED  
JUN 18 2025  
FINANCE

PAID  
JUL 11 2025  
FINANCE

\*\*\* TOTAL \*\*\* 92.30

ORDERED BY: EDDIE CATHEY

APPROVED BY: TROY W. FOXWORTH



Smart's Truck & Trailer Equipment Inc. - Beaumont  
 4730 Washington Blvd.  
 Beaumont, TX 77707  
 Phone: (409) 842-5110  
 Fax: (409) 842-9310  
 www.smartstruck.com

09-35566

NO REFUND WITHOUT THIS INVOICE. NO REFUNDS ON ELECTRICAL PARTS AND INSTALLED ITEMS.  
 NO PARTS RETURNABLE AFTER 10 DAYS.  
 15% HANDLING CHARGE ON ALL RETURNABLE PARTS.

DATE ENTERED 11 JUN 25	YOUR ORDER NO. STREET	DATE SHIPPED 17 JUN 25	INVOICE DATE 17 JUN 25	INVOICE NUMBER 177797B	12:04
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ACCOUNT NO. G3200  
CITY OF GROVES  
ATTN: A/P DEPT  
3947 LINCOLN AVENUE  
GROVES, TX 77619

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CITY OF GROVES  
3947 LINCOLN AVENUE  
GROVES, TX 77619

PAGE 1 OF 1

SHIP VIA			SLSM.	B/L NO.	TERMS	F.O.B. POINT		
DELIVERY			517	(409) 962-4471	CHARGE	Beaumont, TX		12:04
QUANTITY			PART NO.		DESCRIPTION	LIST	NET	AMOUNT
ORD	SHIP	S.O.						
1	1	0	DN-P776895		AIR FILTER, SAFE	38.05	27.42	27.42
1	1	0	DN-P776360		AIR FILTER, PRIM	90.05	64.88	64.88
						PAID		
						JUL 11 2025		
						FINANCE		
						PARTS 92.30		
						SUBLET		
						FREIGHT 0.00		
						SALES TAX 0.00		
						TOTAL \$92.30		
CUSTOMER'S SIGNATURE								
X								

Any warranties on the product sold hereby are those made by the manufacturer. The seller Smart's Truck & Trailer Equipment Inc., hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose.  
 WARRANTY FOR PARTS SOLD ACROSS THE COUNTER ARE SUBJECT TO THE MANUFACTURER'S POLICY. NO LABOR WILL BE PAID OR FURNISHED FOR ANY PARTS ONLY. CREDIT CANNOT BE ISSUED FOR CORES OVER 45 DAYS FROM DATE OF PURCHASE.



P U R C H A S E   O R D E R

City of Groves

PURCHASE ORDER # 09-40176

07/14/2025

ISSUED TO:                      VEND #: 01-18711  
 TML INTERGOVERNMENTAL  
 RISK POOL  
 P.O. BOX 388  
 SAN ANTONIO, TX 78292-0388

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	2024-2025 REAL & PROP CHG 2024-2025 REAL & PROPERTY CHANGES FIRE DEPARTMENT ADDED TO COVERAGE	01 -5-32-07-390	INSURANCE & BONDS	5,814.34

PAID  
 JUL 18 2025  
 FINANCE



RECEIVED  
 JUL 17 2025  
 FINANCE

\*\*\* TOTAL \*\*\* 5,814.34

ORDERED BY: ELIZABETH DIAZ

APPROVED BY: KEVIN CARRUTH

**BILLING STATEMENT**

Questions? Please  
contact us at  
billing@tmlirp.org

Texas Municipal League  
Intergovernmental Risk Pool  
www.tmlirp.org • 512-491-2300  
Billing Payment Address:  
P.O. Box 388  
San Antonio, Texas 78292-0388

City of Groves  
Attn: Libbie Hughes  
3947 Lincoln Ave  
Groves, Texas 77619-0000

Statement Date 07/01/2025  
Due Date **DUE UPON RECEIPT**  
Contract Number 7477

**New Charges Detail**

Subtotal - Contribution Installment  
10/01/2024 Real & Personal Property  
Subtotal - Contribution Changes  
10/01/2024 Pre-Payment Discount/Discount Adj  
Subtotal - Other Charges / (Credits)  
Grand Total - New Charges / (Credits)

\$0.00  
\$5,933.00  
\$5,933.00  
(\$118.66)  
(\$118.66)  
\$5,814.34

Account Recap	
Balance from Previous Statement:	\$0.00
Total Payments Received:	\$0.00
Total New Charges / (Credits):	\$5,814.34
Balance:	\$5,814.34

PAID

JUL 18 2025

1000 1000 1000 1000 1000

REQ.#: 09-40176 VENDOR: 01-18711 TML INTERGOVERNMENTAL 21  
STATUS: NEW APPROVED BY: KEVIN CARRUTH I:  
DEPT: HR ORDERED BY: ELIZABETH DIAZ ES:  
SHIP-TO: CH City of Groves City Hall  
ATTN: Purchasing Department

P.O. DESCRIPTION: 2024-2025 REAL & PROPERTY CHANGES  
FIRE DEPARTMENT ADDED TO COVERAGE

INTERNAL NOTE: 2024-2025 REAL & PROPERTY CHANGES  
FIRE DEPARTMENT ADDED TO COVERAGE

ITEM	G/L ACCOUNT	NAME	DESCRIPTION/ REFERENCE
1	01 5-32-07-390	INSURANCE & BONDS	2024-2025 REAL & PROP CHG CONTRACT # 7477

PAID  
JUL 18 2025  
FINANCE

P.O. TOTALS BY MONTH	FUND	MONTH
	01	7/2025
	** TOTALS **	

P.O. TOTALS BY DEPARTMENT	DEPARTMENT HR
	** TOTALS **

P.O. TOTALS BY STATUS

	NEW OUTSTANDING
*** TOTALS ***	

TOTAL SUSPENDED PO'S	SUSPENDED
1	1
2	2
3	3
4	4
5	5
6	6
7	7
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9	9
10	10
11	11
12	12
13	13
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PAID  
JUL 18 2025  
FINANCE



YEAR	ACCOUNT	NAME	PO'S	AMOUNT	==== AN BU
2024-2025 01	5-32-07-390	INSURANCE & BONDS	1	5,814.34	114
** 24-25 YEAR TOTALS **				5,814.34	

\*\*\*\*\*

\*\* ERROR SECTION \*\*

REQUISITION #	P. O. #	MESSAGE	OTHER INFO
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NO WARNING(S)  
NO ERROR(S)