

# CITY OF GROVES

## **Notice of Regular Meeting of the City Council**

**City Council Chamber  
March 25, 2024**

**Groves City Hall  
5:00 p.m.**

### **AGENDA**

- I. Call Meeting to Order and Prayer.**
- II. Roll Call.**
- III. Welcome and Recognize Guests and News Media.**
- IV. Approve the minutes of the March 11, 2024 City Council Meeting.**
- V. Presentation of a Proclamation designating Haden Grove as the 2023 Groves Fireman of the Year.**
- VI. Reports/Citizen Comments:**
  - a. Annual Fire Department Report.
  - b. Discussion of public sculpture from the Chamber of Commerce and Groves Pecan Festival.
- VII. Mayor:**
  - a. Deliberate and act on Hotel Occupancy Tax funding request by Knights of Columbus for the 18<sup>th</sup> Annual Estelle and Allen Fetters Center Golf Tournament.
  - b. Deliberate and act on the appointment of a selection review committee for responses to the American Rescue Plan Act request for proposals for professional administration services.
  - c. Deliberate on possible revisions to Code of Ordinances Chapter 21, Article III - Game Rooms and Gaming Devices and possible workshop date.
- VIII. City Attorney:**
  - a. Deliberate and act on Ordinance 2024-04 suspending the rates proposed by Texas Gas Service Company's Gas Reliability Infrastructure Program filing of February 9, 2024.
- IX. City Manager:**
  - a. Invoices
- X. Councilmember Comments:**
- XI. Adjourn.**

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

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Approve the minutes of the March 11, 2024 City Council Meeting.

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

Submitted to City Manager's Office on: Date: 3/20/24 Time: 2:00 p.m. By: C. THIBODEAUX

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

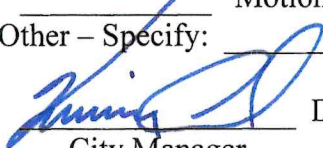
Deadline for Approval: Immediately.

Staff Recommendation: Approval of minutes, as presented.

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

Identify any attachments to this document: March 11, 2024 City Council Minutes.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

A regular meeting of the Groves City Council was held March 11, 2024, in the Groves City Council Chamber with Mayor Chris Borne, Mayor Pro Tem Mark McAdams, Councilmember Paul Oliver, Councilmember Rhonda Dugas, and Councilmember Pete Konidis in attendance. Mayor Borne called the meeting to order and welcomed the attendees. Representatives from the local VFW then led the prayer and the pledge of allegiance.

**APPROVE THE MINUTES OF THE FEBRUARY 26, 2024, CITY COUNCIL MEETING:** Councilmember Dugas moved to approve the minutes of the February 26, 2024, City Council Meeting as written and Councilmember Oliver seconded. Mayor Borne asked for questions or comments and there were none. Motion passed unanimously.

**RECEIVE THE MINUTES FROM THE MARCH 4, 2024 PLANNING AND ZONING MEETING:** Mayor Borne stated that all of Council has received a copy of the March 4, 2024 Planning and Zoning Meeting.

Mayor Borne asked for reports and Mr. Ken Lofton from the local VFW 4820 gave a report on the National Vietnam Wars Veterans Day which is observed annually on March 29<sup>th</sup> in the United States. Mr. Lofton then informed Council that on this day we recognize the Veterans who served in the United States Military during the Vietnam War. Mr. Lofton then introduced all of the Vietnam Veterans in attendance and they each received a pin that was handed out by Mayor Borne. Mayor Borne then thanked all of the Vietnam Veterans for their service on behalf of all City Council.

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

**DELIBERATE AND ACT TO AUTHORIZE THE CLOSURE OF LINCOLN AVE. FROM CAPITOL TO COOLIDGE ON SATURDAY, APRIL 13<sup>TH</sup> FROM 11 A.M. TO 3 P.M. FOR A PALLET IN THE PARK EVENT:** Mayor Pro Tem Mark McAdams made a motion to deliberate and act to authorize the closure of Lincoln Ave. from Capitol to Coolidge on Saturday, April 13<sup>th</sup> from 11 a.m. to 3 p.m. for a pallet in the park event. Councilmember Konidis seconded. Emily Daniel from Stacked Cake and Confection Company located on Lincoln Avenue then addressed Council to discuss this event. Mrs. Daniel stated that she would like to make this a yearly event and this year it will be held on April 13<sup>th</sup> from 11 a.m. to 3 p.m. at Celebration Park. Mrs. Daniel stated that they will not charge a vendor fee nor will there be a fee to attend. The craft vendors will be set up on the sidewalks and all of the art vendors will be set up inside the park. The craft vendors will be required to have their own insurance. The art vendors, park, and visitors will be covered through the Groves Chamber of Commerce insurance. Mrs. Daniel also stated that there will be a local music artist

by the name of Breylon Cropper that will be playing under the gazebo. Mrs. Daniel informed Council that they have decided on not closing the street. Mayor Pro Tem McAdams then asked City Attorney Brandon P. Monk if the vendors insurance needs to list the City of Groves as an additional temporary insured on their policy and Mr. Monk stated yes. Councilmember Dugas asked Mrs. Daniel to make sure to email all of the vendor insurance information to the City Manager Kevin Carruth. Mayor Pro Tem Mark McAdams amended his previous motion adding to not close the street. Councilmember Konidis seconded. Motion passed unanimously.

**DELIBERATE AND ACT TO RATIFY THE PURCHASE OF A FORD F-150 FOR THE GROVES POLICE DEPARTMENT:** Councilmember Konidis made a motion to deliberate and act to ratify the purchase of a Ford F-150 for the Groves Police Department and Mayor Pro Tem McAdams seconded. Councilmember Konidis asked if this purchase is from a previous budget and Interim City Marshal Chris Robin stated it is from the 2022-2023 budget. Mayor Pro Tem McAdams asked if this will take place of one of the Ford Explorers that were approved during that budget and Interim Marshal Robin stated that is correct. Mayor Borne then stated that this purchase will satisfy the two vehicles that were approved for purchase in the 2022-2023 budget and still come in under budget and Marshal Robin stated that is correct by \$10,139.85. There were no further questions and the motion passed unanimously.

**DELIBERATE AND ACT TO EXTEND THE DEPOSITORY SERVICES CONTRACT WITH THE CITY DEPOSITORY, FIRST FINANCIAL BANK, AND AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS:** Councilmember Dugas made a motion to deliberate and act to extend the depository services contract with the City Depository, First Financial Bank, and authorize the City Manager to negotiate and execute all necessary documents and Councilmember Oliver seconded. City Manager Kevin Carruth informed Council that it is the end of the third year of the depository agreement that we have with First Financial Bank and we have two one-year options. Mr. Carruth stated that last time we went out for an RFP, First Financial was the only one that responded. Mr. Carruth stated that this would be for a two-year extension. There were no further questions and the motion passed unanimously.

**INVOICES:** City Manager Kevin Carruth presented invoices for payment totaling 43,492.29 as follows:

1. Brenntag Southwest, INC	Sodium Hydroxide used for PH adjustment.	\$9,310.08
2. Core & Main L.P.	6" Meter for Gulfway RV Park.	\$6,195.34
3. Gulf Coast Materials-Texas Materials	HP cold mix asphalt patch.	\$6,036.12
4. Mastercard Gold	Training classes for firefighters, CPR training for City Employees, Office supplies, and postage.	\$5,658.35
5. PVS DX, INC.	CL <sup>2</sup> and SO <sup>2</sup> for Wastewater Plant.	\$9,430.80
6. PVS DX, INC.	Chlorine for Water Plant.	\$6,861.60

Mayor Pro Tem McAdams moved to approve payment of the invoices totaling \$43,492.29 and Councilmember Konidis seconded. Mayor Borne asked if we will be getting anymore asphalt and Public Works Director Troy Foxworth stated we have one load on order and will order more if the budget allows. Mr. Foxworth then informed Council that the price of the asphalt has increased due to Gulf Coast Materials being the only company that offers it in our area. There were no further questions and the motion passed unanimously.

Mayor Borne asked for Councilmember Comments and Councilmember Dugas asked if anyone knows when the Easter Egg Hunt is and Mr. Carruth stated he will find out and let Council know. Councilmember Dugas also stated that the City has been digging ditches by some of her neighbors houses and they have been doing a great job at it. There were no further comments.

Mayor Borne adjourned the meeting at 5:32 p.m.

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Mayor Pro Tem

ATTEST:

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City Clerk

**Agenda Item Information Form**

Council Meeting Date: 3/25/2024 Department: Fire Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Proclamation for the 2023 Fireman of the Year Haden Grove.

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

Submitted to City Manager's Office on: Date: 3/20/24 Time: 1:17 p.m. By: C. THIBODEAUX

Explanation of Item: The fire department would like to recognize Haden Grove as the 2023 Fireman of the Year. We ask that a proclamation be made in his honor. Haden is a dedicated firefighter who loves serving the citizens of Groves. That is what drives him to go above and beyond on a daily basis. Haden is a great asset to our department.

Deadline for Approval: \_\_\_\_\_

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

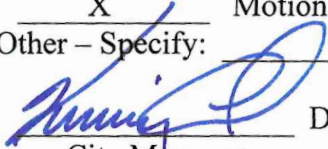
Alternative (if any) for consideration: \_\_\_\_\_

Identify any attachments to this document: Copy of the Proclamation.

Plan Act RFP.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

If yes, explain \_\_\_\_\_

# City of Groves, Texas

*Office of the Mayor*

# PROCLAMATION

I, Chris Borne, by virtue of the authority vested in me as Mayor of the City of Groves, Texas, do hereby proclaim March 25, 2024 as

**“Haden Grove Day”**

in the City of Groves and urge each and every citizen of our City to congratulate Mr. Grove as the 2023 recipient of the Otis Barnes Fireman of the Year Award, and to recognize the dedication and outstanding service required to be considered for this special citation.

In testimony whereof, witness my hand and the Seal of the City of Groves this 25th day of March, 2024.

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Chris Borne, Mayor

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Clarissa Thibodeaux, City Clerk



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

Council Meeting Date: 3/25/2024 Department: Fire Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Annual Fire Department Report.

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

Submitted to City Manager's Office on: Date: 3/20/24 Time: 2:00 p.m. By: C. THIBODEAUX

Explanation of Item: I would like to give Council a brief summary of our annual report.

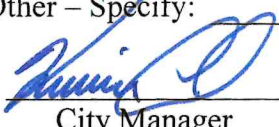
Deadline for Approval: \_\_\_\_\_

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

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

Identify any attachments to this document: Groves Fire Department Annual Report for 2023.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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**ACTION TAKEN BY COUNCIL**

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

# GROVES FIRE DEPARTMENT

## ANNUAL REPORT



2023



## **GROVES FIRE DEPARTMENT**

### **MISSION STATEMENT**

The mission of the Groves Fire Department is to provide the highest level of all hazard public safety services to our community. We protect lives and property through fire suppression, emergency medical service, and disaster management through public education, fire prevention, training, and service.

### **CORE VALUES**

HONOR

INTEGRITY

COURAGE

COMPASSION

DEDICATION

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## INTRODUCTION

The Groves Fire Department consists of one centrally located station which houses 3 pumpers (1 - 2005 Pierce and 2 - 2012 Pierce), 1 utility pickup truck (2020 Ford F250), 1 rescue truck (2008 Ford F550), a Chief's truck (2012 F150), and an Assistant Chief's truck (2011 F150). These apparatuses carry the necessary equipment needed for fire suppression activities, rescue, first responder emergency medical calls, salvage operations, and various other equipment associated with the services provided by the Fire Department. The Groves Fire Department utilizes Central Dispatch for 911 communication of emergency calls. They also handle radio traffic for all incidents. Our department is a combination department. There are 14 paid Firefighters and 15 Volunteer Firefighters. The Fire Department operates 24/7 with 3 shifts that are made up of a Captain, a Lieutenant, and 2 Firefighters. The Fire Chief and Assistant Fire Chief's hours of operation are Monday – Thursday, 7 – 5, and Friday, 7 – 11. Volunteers are called in to assist with fires, wrecks, and hazardous materials, and any time paid personnel are taxed with call volume. All emergency and non-emergency activities are governed by department Standard Operating Procedures. Fire Department duties include fire suppression, first responder medical assistance calls, rescue, salvage and overhaul, hazardous materials incidents, fire and arson investigation, inspections, and other times citizens need assistance. The staff of the Groves Fire Department is dedicated to meeting the needs of the citizens of Groves.

# GROVES FIRE DEPARTMENT PERSONNEL

## PAID STAFF

Lance Billeaud – Fire Chief/EMC

26 years as a paid firefighter

Started in 1994 as a volunteer firefighter

TCFP Master Structure Firefighter

TCFP Instructor II

TCFP Fire Officer II

TCFP Head of Department Certification

Kelley Moore – Assistant Fire Chief/Fire Marshal

28 years as a paid firefighter

Started in 1992 as a volunteer firefighter

TCFP Master Structure Firefighter

TCFP Fire Officer IV

TCFP Master Fire Investigator

TCFP Master Arson Investigator

TCOL Master Peace Officer

TCFP Master Fire Inspector

TCFP Instructor III

TCFP Haz Mat Incident Commander

TCFP Driver/Pump Operator

TCFP Incident Safety Officer

TCFP Plan Examiner I

TCFP Master ARFF

TCFP Fire and Life Safety Educator I

TCFP Basic Fire Marshal

TCFP Head of Department Suppression

Associate degree in Fire Science

C.J. Trahan – Captain B Shift

22 years as a paid firefighter

Started as a part-time firefighter in 2001

TCFP Master Structure Firefighter

TCFP Instructor II

TCFP Fire Officer II

TCFP Driver/Pump Operator

Associate degree in Fire Science

**Jason Sheppard – Lieutenant C Shift**

18 years as a paid firefighter  
Started in 1986 as a volunteer  
TCFP Advanced Structure Firefighter  
TCFP Instructor I  
TCFP Intermediate Aircraft Rescue Firefighter  
TCFP Driver/Pump Operator  
TCFP Fire Officer II

**Dustin Montijo – Captain C Shift**

16 years as a paid firefighter  
TCFP Instructor I  
TCFP Advanced Structure Firefighter  
TCFP Fire Officer II  
TCFP Driver/Pump Operator

**Josh Hidalgo - Captain A Shift**

16 years as a paid firefighter  
TCFP Advanced Structure Firefighter  
TCFP Instructor I  
TCFP Fire Officer II  
TCFP Driver/Pump/Aerial Operator

**Haden Grove – Lieutenant A Shift**

9 years as a paid firefighter  
Started 2010 as a volunteer  
TCFP Instructor II  
TCFP Advanced Structure Firefighter  
TCFP Haz Mat Technician  
TCFP Advanced Arson Investigator  
TCOL Certified Peace Officer  
TCFP Driver/Pump/Aerial Operator  
TCFP Advanced Fire Inspector  
TCFP Fire Officer II  
TCFP Plan Examiner I  
TCFP Incident Safety Officer  
TCFP Haz Mat Incident Commander  
TCFP Basic Fire Marshal

**Josh Nelson – Lieutenant B Shift**

9 years as a paid firefighter  
Started in 2007 as a volunteer  
TCFP Master Structure Firefighter  
TCFP Instructor I  
TCFP Fire Officer I  
TCFP Master Fire Investigator  
TCFP Incident Safety Officer  
TCFP Master Fire Inspector  
TCFP Driver/Pump Operator

**Ryan Williams – Firefighter C Shift**

4 years as a paid firefighter  
TCFP Basic Structure Firefighter

**Daniel Callesto – Firefighter B Shift**

3 years as a paid firefighter  
TCFP Intermediate Structure Firefighter  
TCFP Intermediate Aircraft Rescue Firefighter  
TCFP Instructor I  
TCFP Fire Officer I

**Tyler Silcox – Firefighter B Shift**

1 ½ years as a paid firefighter  
TCFP Basic Structure Firefighter  
TCFP Fire and Life Safety Educator I

**Dustin Porter – Firefighter A Shift**

1 year as a paid firefighter  
TCFP Basic Structure Firefighter

**Cole White – Firefighter C Shift**

9 months as a paid firefighter  
TCFP Basic Structure Firefighter

**Brian Velez – Firefighter A Shift**

8 months as a paid firefighter  
TCFP Intermediate Structure Firefighter  
TCFP Driver/Pump Operator



## **VOLUNTEER STAFF**

Dwayne Austin – Secretary/Treasurer  
18 years of service

James Borello  
5 years of service

Mike Bourgeois - Assistant Secretary/Treasurer  
9 years of service

Cameron Dale – Drill Coordinator  
9 years of service

Kaden Flores  
4 years of service

Kris Hayes  
6 years of service  
Firefighter at Nederland Fire Department

Ryan Hearn - President  
3 years of service

Hunter Isbell  
8 years of service  
Captain at Orange Fire Department

Jacob Monceaux  
17 years of service  
Captain at Port Neches Fire Department

Autrey Nichols  
2 years of service  
Junior Volunteer Firefighter

Ashley Parr – Assistant Drill Coordinator  
2 years of service

Billy Rich Jr.  
48 years of service

**Matt Slagle**  
6 years of service  
Captain at Orange Fire Department

**Jay Spikes**  
24 years of service

**Ben Wolfe**  
16 years of service  
Captain at Port Arthur Fire Department

## EMERGENCY RESPONSES FOR 2023

INCIDENT TYPE	CALLS
False Alarm & False Calls	115
Fires	103
Good Intent Calls	117
Emergency Medical Calls	1526
Service Calls	88
Overpressure Rupture, Explosion, Overheat (no fire)	2
Special Incident Type	23
<b>Total</b>	<b>2058</b>

Estimated fire loss for 2023	\$70,000
Automatic Aid Given to Nederland & Port Neches	28
Automatic Aid Received from Nederland & Port Neches	9
Mutual Aid Received	0
Mutual Aid Given (2 – Port Arthur, 1 – Bridge City)	3
Fire-Related Deaths (Civilian)	1
Fire-Related Injuries (Fire Service)	0
Average response time (Dispatched to arrival)	3:38

Additional response and incident information are attached in the Charts and Graphs section.

## SPECIAL ACTIVITIES AND EVENTS

2023 began with Fire Chief Lance Billeaud being asked to serve as Interim City Manager while the City of Groves searched for a new City Manager. The Assistant Fire Chief/Fire Marshal was asked to serve as Interim Fire Chief during this time as well. The department did not miss a beat and operated as well as always during this time of transition.

In February, the department held its annual Fireman of the Year Banquet. Cameron Dale was selected by the committee for this honor. Cameron is a volunteer firefighter who puts in many hours each year helping our community. He is a tremendous asset to our department.

Hurricane season was an inactive season for us. We were lucky to not have any major storms impact our area.

In October, the firefighters hit the schools in Groves to promote fire safety education to the youth of our community. This year, due to its proximity, Groves Intermediate kids came and toured the station. The guys on shift enjoyed it as much as the students did. The department also held our annual Fire Prevention Open House. Hundreds of families attended the event. City of Groves Special Events personnel, Beaumont Fire Department, Port Neches Fire Department, Nederland Fire Department, Bridge City Fire Department, Chick-fil-A, Pizza Artista, and the Fire Museum of Texas all helped to make it a great evening.

In November, the City of Groves hired a new City Manager, Kevin Carruth. Chief Billeaud returned to the office of Fire Chief and Kelley Moore returned to his office of Assistant Fire Chief/Fire Marshal.

In 2023, the department saw the departure of three firefighters. Captain Pete Konidis retired after 32 years of service to the department as a paid firefighter. Reid Guidry and Matt Wright also left the department to pursue other job opportunities. Dustin Porter, Cole White, and Brian Velez were hired to fill these positions.

## FIRE DEPARTMENT GOALS

A fire Department must constantly evaluate its needs and programs to maintain a high level of service to the community. In this evaluation, a fire department should establish short and long-term goals aimed at improving services to the community. These goals may require fiscal actions, administrative actions, or a combination of the two to, meet the future operational needs of the department. The following goals are aimed at outlining future operational needs in the fire department.

### SHORT TERM GOALS

- The radios that the department uses have reached their end of life. Motorola will no longer be able to repair or replace the existing radios and the batteries are not being manufactured. Previously, we had been receiving grant funds from the Homeland Security (SHSP) grant program to replace the old radios, but they are no longer funding communication equipment. I have been able to replace some in our annual budget, but there are still approximately 15 radios still to be replaced.
- We were able to order a new engine to replace an aging Engine 36 (2005) with the remaining funds from the bond to finance the construction of the new fire station. This is a 48-month build process and the department will need to continue to budget for the remainder of the cost of the apparatus upon delivery.

### LONG TERM GOALS

- The department will need to start replacing the 2012 engines in about 2030 as the life expectancy of front-line engines is 20 years, as recommended by NFPA and ISO. I believe it would be best for the City of Groves if we could stagger the purchases and replace them at different times.

## FIRE CHIEF'S SUMMARY

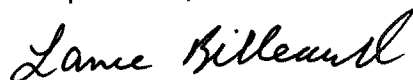
The information contained in this report is not inclusive of all activities performed by the Fire Department on an annual basis, however, it should be able to provide the reader with a general overview of the programs and services offered by the department during the year 2023. The report also defines short and long-term goals that address the operations of the department, as well as project future needs to maintain a high level of service to the community. Contained in this summary are references to highlights of the year 2023.

Emergency calls were up from the previous year, with the highest volume for EMS response, almost 75%. Fires and other type of incidents had a slight increase as well. We are seeing a slight increase in overlapping calls. In 2022, the department had 347 calls that overlapped versus 370 calls in 2023. This is another reason why we must keep an active group of volunteer firefighters. The members we have at this time are a tremendous asset to our department and this community I have attached a more detailed breakdown of the calls to this report.

2023 was a great year for the City of Groves and the Fire Department. Fire Department personnel have continued to provide excellent service to the citizens of Groves with honor, integrity, courage, compassion, and dedication. I am proud of the way our department and the rest of the City have stepped up and come together and met the challenges head-on.

The department continues to strive and maintain good training programs that provide personnel with the knowledge to meet the challenges of the fire service. It also provides up-to-date technology and strives to obtain the tools necessary to perform their duties safely and efficiently. Since 2020, the department has made great strides to further the certifications of its firefighters and keep up with the ever-changing dynamics of the fire service. The paid and volunteer staff stand ready to meet the future needs of the citizens for emergency and non-emergency activities for which the Fire Department provides.

Respectfully Submitted



Lance Billeaud  
Fire Chief/EMC  
Groves Fire Department

**CHARTS  
AND  
GRAPHS**

## INCIDENT STATISTICS 2023

This is a general statistical look into the incidents overall for the year 2023



# Groves Fire Department

Groves, TX

This report was generated on 1/2/2024 11:06:33 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		1526	
FIRE		532	
<b>TOTAL</b>		<b>2058</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$404,571.00</b>		<b>\$70,000.00</b>	
CO CHECKS			
424 - Carbon monoxide incident		6	
736 - CO detector activation due to malfunction		8	
746 - Carbon monoxide detector activation, no CO		1	
<b>TOTAL</b>		<b>15</b>	
MUTUAL AID			
Aid Type		Total	
Aid Given		31	
Aid Received		9	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
370		17.98	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:03:40	0:03:20	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:03:38</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:00:14	0:00:14	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:00:15</b>	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Groves Fire Department	18:58		

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



## MAJOR INCIDENTS FOR 2023

These charts show a breakdown of the incident types by month for the year 2023. I have also included the same breakdown for 2022, 2021, and 2020.

# Groves Fire Department

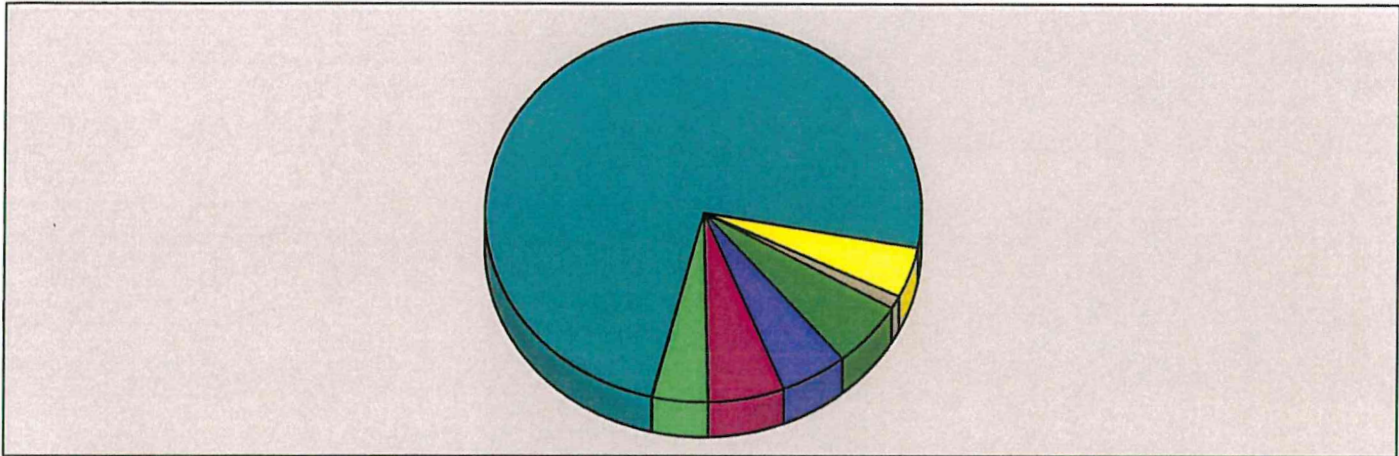
Groves, TX

This report was generated on 1/2/2024 11:07:07 AM



## Major Incident Types by Month for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023



<span style="color: green;">■</span> False Alarm & False Call	<span style="color: lightgreen;">■</span> Hazardous Condition (No Fire)	<span style="color: yellow;">■</span> Service Call
<span style="color: blue;">■</span> Fire	<span style="color: pink;">■</span> Overpressure Rupture, Explosion, Overheat(no fire)	<span style="color: grey;">■</span> Special Incident Type
<span style="color: red;">■</span> Good Intent Call	<span style="color: teal;">■</span> Rescue & Emergency Medical Service Incident	

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	13	2	10	9	8	13	6	11
Fire	7	6	7	4	9	3	11	14
Good Intent Call	12	6	6	6	17	13	12	11
Hazardous Condition (No Fire)	5	7	5	9	6	7	6	6
Overpressure Rupture, Explosion, Overheat(no fire)	1			1				
Rescue & Emergency Medical Service Incident	149	138	126	105	127	115	105	140
Service Call	9	8	10	4	5	4	14	8
Special Incident Type		1	2	4	5	1		2
<b>Total</b>	<b>196</b>	<b>168</b>	<b>166</b>	<b>142</b>	<b>177</b>	<b>156</b>	<b>154</b>	<b>192</b>

Only REVIEWED incidents included



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INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	14	4	14	11	115
Fire	18	8	8	8	103
Good Intent Call	11	9	6	8	117
Hazardous Condition (No Fire)	11	6	10	6	84
Overpressure Rupture, Explosion, Overheat(no fire)					2
Rescue & Emergency Medical Service Incident	144	117	123	137	1526
Service Call	10	4	3	9	88
Special Incident Type	2		4	2	23
<b>Total</b>	<b>210</b>	<b>148</b>	<b>168</b>	<b>181</b>	<b>2058</b>

Only REVIEWED incidents included



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## GROVES FIRE DEPT. CALL COMPARISSON

INCIDENT TYPE	2023	2022	2021	2020
FALSE ALARM & FALSE CALL	115	83	81	90
FIRE	103	72	72	106
GOOD INTENT CALL	117	114	139	116
HAZARDOUS CONDITION (NO FIRE)	84	55	71	134
OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRE)	2	0	1	0
RESCUE & EMERGENCY MEDICAL SERVICE INCIDENT	1526	1483	1654	1552
SERVICE CALL	88	72	77	86
SEVERE WEATHER & NATURAL DISASTER	0	0	0	2
SPECIAL INCIDENT TYPE	23	34	30	12
<b>TOTAL</b>	<b>2058</b>	<b>1913</b>	<b>2125</b>	<b>2098</b>

# Groves Fire Department

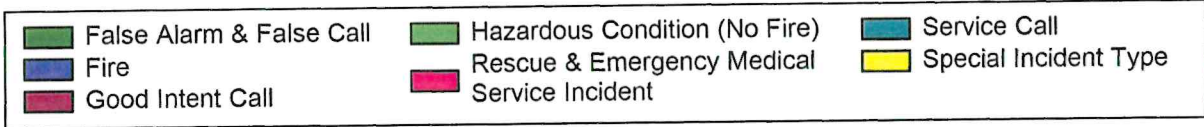
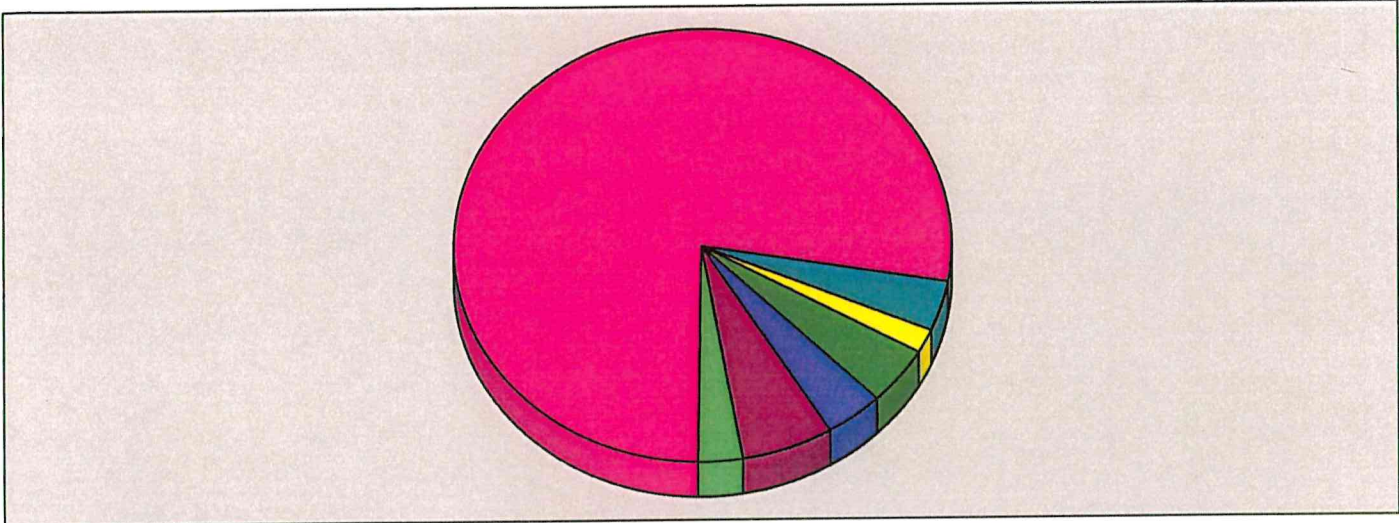
Groves, TX

This report was generated on 1/16/2024 10:15:34 AM



## Major Incident Types by Month for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	9	4	6	5	13	7	5	5
Fire	10	4	7	8	8	6	4	3
Good Intent Call	10	13	14	6	8	9	8	12
Hazardous Condition (No Fire)	4	3	4	4	9	4	2	3
Rescue & Emergency Medical Service Incident	152	94	99	130	124	130	127	120
Service Call	4	4	4	11	4	11	3	7
Special Incident Type	3	3	1	7	4	6	2	4
<b>Total</b>	<b>192</b>	<b>125</b>	<b>135</b>	<b>171</b>	<b>170</b>	<b>173</b>	<b>151</b>	<b>154</b>

Only REVIEWED incidents included

INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	2	6	8	13	83
Fire	3	6	5	8	72
Good Intent Call	9	9	5	11	114
Hazardous Condition (No Fire)	6	2	7	7	55
Rescue & Emergency Medical Service Incident	115	122	127	143	1483
Service Call	5	9	6	4	72
Special Incident Type	1	1		2	34
<b>Total</b>	<b>141</b>	<b>155</b>	<b>158</b>	<b>188</b>	<b>1913</b>

Only REVIEWED incidents included



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# Groves Fire Department

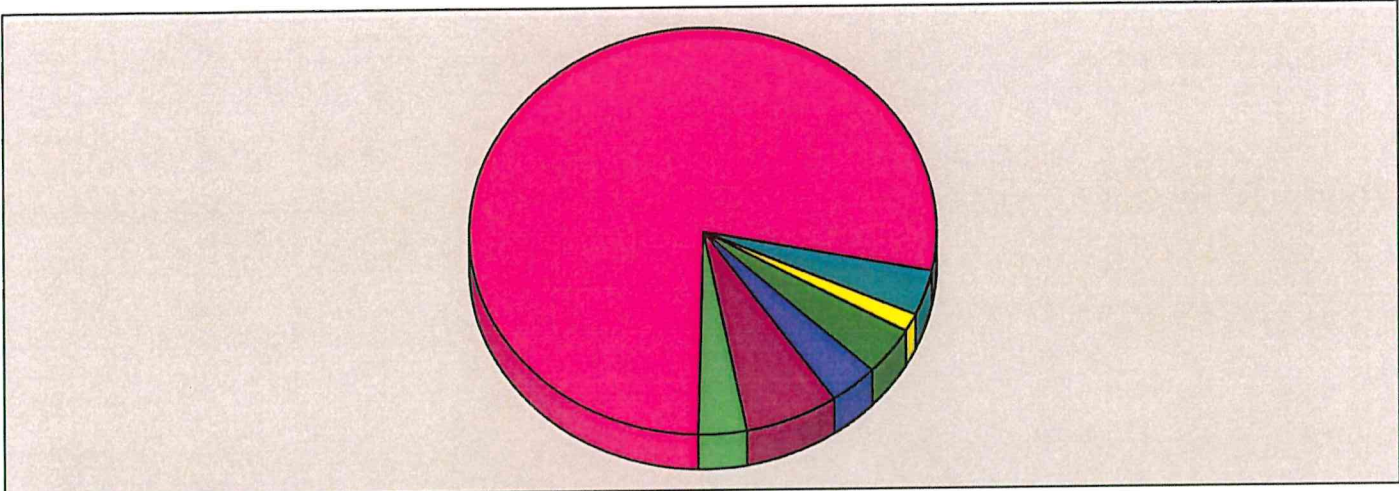
Groves, TX

This report was generated on 1/16/2024 10:15:50 AM



## Major Incident Types by Month for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021



False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Rescue & Emergency Medical	Special Incident Type
Good Intent Call	Service Incident	Overpressure Rupture, Explosion, Overheat(no fire)

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	6	5	9	5	4	3	10	10
Fire	7	6	7	8	6	3	7	8
Good Intent Call	10	15	13	12	8	10	13	12
Hazardous Condition (No Fire)	4	7	7	6	5	7	12	4
Overpressure Rupture, Explosion, Overheat(no fire)								
Rescue & Emergency Medical Service Incident	165	146	154	135	139	132	140	175
Service Call	4	18	9	8	6	8	5	5
Special Incident Type	6	2			6	5	4	
<b>Total</b>	<b>202</b>	<b>199</b>	<b>199</b>	<b>174</b>	<b>174</b>	<b>168</b>	<b>191</b>	<b>214</b>

Only REVIEWED incidents included



INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	9	7	8	5	81
Fire	6	3	4	7	72
Good Intent Call	10	17	8	11	139
Hazardous Condition (No Fire)	3	5	3	8	71
Overpressure Rupture, Explosion, Overheat(no fire)	1				1
Rescue & Emergency Medical Service Incident	116	115	96	141	1654
Service Call	3	3	2	6	77
Special Incident Type	1	2	2	2	30
<b>Total</b>	<b>149</b>	<b>152</b>	<b>123</b>	<b>180</b>	<b>2125</b>

Only REVIEWED incidents included



# Groves Fire Department

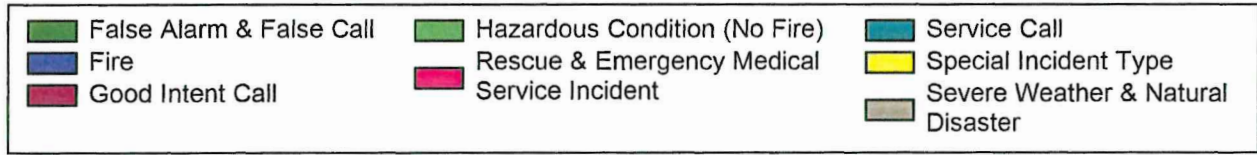
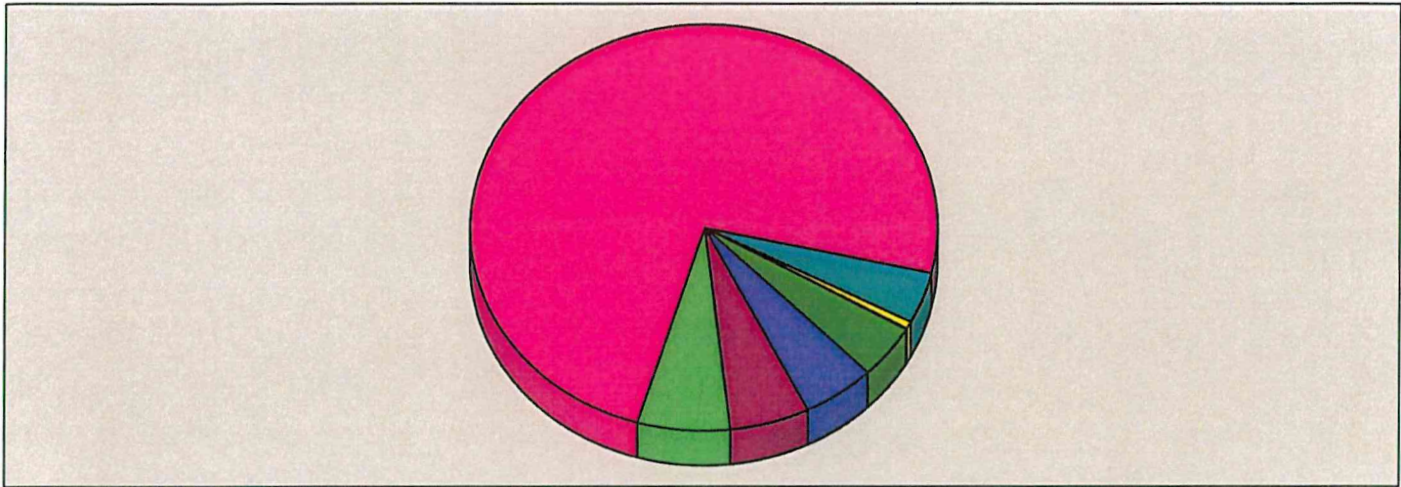
Groves, TX

This report was generated on 1/16/2024 10:16:04 AM



## Major Incident Types by Month for Date Range

Start Date: 01/01/2020 | End Date: 12/31/2020



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	4	8	8	5	6	13	8	11
Fire	5	6	8	17	10	4	10	9
Good Intent Call	9	8	8	12	7	7	13	16
Hazardous Condition (No Fire)	5	10	5	7	3	3	8	27
Rescue & Emergency Medical Service Incident	140	132	127	95	130	114	146	136
Service Call	10	4	9	9	2	3	9	11
Severe Weather & Natural Disaster								
Special Incident Type		2	2		1	1	1	1
<b>Total</b>	<b>173</b>	<b>170</b>	<b>167</b>	<b>145</b>	<b>159</b>	<b>145</b>	<b>195</b>	<b>211</b>

Only REVIEWED incidents included



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Doc Id: 495  
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INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	9	8	4	6	90
Fire	6	11	8	12	106
Good Intent Call	7	10	9	10	116
Hazardous Condition (No Fire)	24	30	5	7	134
Rescue & Emergency Medical Service Incident	126	141	114	151	1552
Service Call	7	13	4	5	86
Severe Weather & Natural Disaster		2			2
Special Incident Type	3			1	12
<b>Total</b>	<b>182</b>	<b>215</b>	<b>144</b>	<b>192</b>	<b>2098</b>

Only REVIEWED incidents included

**BREAKDOWN BY MAJOR INCIDENT TYPES 2023**

This graph is a more thorough breakdown of the incidents for 2023.

# Groves Fire Department

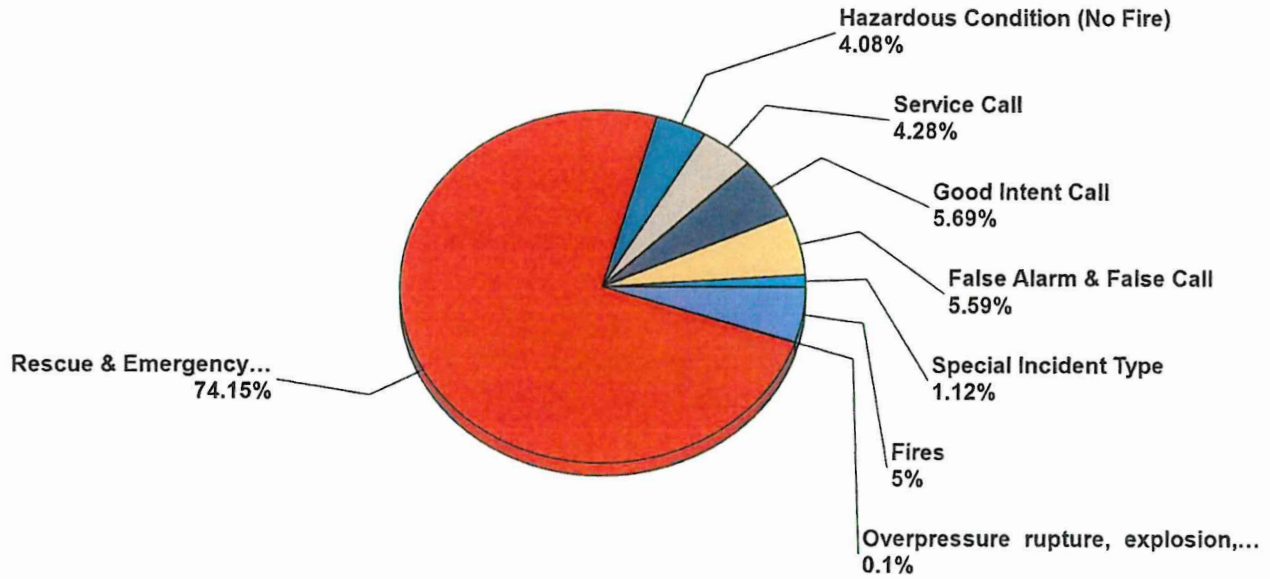
Groves, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	103	5%
Overpressure rupture, explosion, overheating - no fire	2	0.1%
Rescue & Emergency Medical Service	1526	74.15%
Hazardous Condition (No Fire)	84	4.08%
Service Call	88	4.28%
Good Intent Call	117	5.69%
False Alarm & False Call	115	5.59%
Special Incident Type	23	1.12%
<b>TOTAL</b>	<b>2058</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	3	0.15%
111 - Building fire	31	1.51%
112 - Fires in structure other than in a building	1	0.05%
113 - Cooking fire, confined to container	8	0.39%
118 - Trash or rubbish fire, contained	15	0.73%
122 - Fire in motor home, camper, recreational vehicle	1	0.05%
131 - Passenger vehicle fire	4	0.19%
134 - Water vehicle fire	1	0.05%
140 - Natural vegetation fire, other	1	0.05%
142 - Brush or brush-and-grass mixture fire	2	0.1%
143 - Grass fire	9	0.44%
150 - Outside rubbish fire, other	2	0.1%
151 - Outside rubbish, trash or waste fire	19	0.92%
154 - Dumpster or other outside trash receptacle fire	4	0.19%
160 - Special outside fire, other	1	0.05%
161 - Outside storage fire	1	0.05%
200 - Overpressure rupture, explosion, overheat other	1	0.05%
251 - Excessive heat, scorch burns with no ignition	1	0.05%
311 - Medical assist, assist EMS crew	1432	69.58%
320 - Emergency medical service, other	4	0.19%
321 - EMS call, excluding vehicle accident with injury	3	0.15%
322 - Motor vehicle accident with injuries	41	1.99%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.15%
324 - Motor vehicle accident with no injuries.	38	1.85%
331 - Lock-in (if lock out , use 511 )	1	0.05%
350 - Extrication, rescue, other	2	0.1%
354 - Trench/below-grade rescue	1	0.05%
371 - Electrocution or potential electrocution	1	0.05%
400 - Hazardous condition, other	7	0.34%
411 - Gasoline or other flammable liquid spill	3	0.15%
412 - Gas leak (natural gas or LPG)	25	1.21%
420 - Toxic condition, other	1	0.05%
422 - Chemical spill or leak	2	0.1%
423 - Refrigeration leak	1	0.05%
424 - Carbon monoxide incident	6	0.29%
440 - Electrical wiring/equipment problem, other	7	0.34%
441 - Heat from short circuit (wiring), defective/worn	2	0.1%
443 - Breakdown of light ballast	1	0.05%
444 - Power line down	24	1.17%
445 - Arcing, shorted electrical equipment	5	0.24%
500 - Service Call, other	34	1.65%
510 - Person in distress, other	2	0.1%
511 - Lock-out	12	0.58%
520 - Water problem, other	3	0.15%
541 - Animal problem	1	0.05%
550 - Public service assistance, other	8	0.39%
551 - Assist police or other governmental agency	4	0.19%
552 - Police matter	1	0.05%
553 - Public service	8	0.39%
554 - Assist invalid	6	0.29%
561 - Unauthorized burning	9	0.44%
600 - Good intent call, other	47	2.28%
611 - Dispatched & cancelled en route	45	2.19%
621 - Wrong location	1	0.05%
622 - No incident found on arrival at dispatch address	8	0.39%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
650 - Steam, other gas mistaken for smoke, other	1	0.05%
651 - Smoke scare, odor of smoke	13	0.63%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.05%
671 - HazMat release investigation w/no HazMat	1	0.05%
700 - False alarm or false call, other	11	0.53%
710 - Malicious, mischievous false call, other	1	0.05%
730 - System malfunction, other	3	0.15%
733 - Smoke detector activation due to malfunction	14	0.68%
735 - Alarm system sounded due to malfunction	15	0.73%
736 - CO detector activation due to malfunction	8	0.39%
740 - Unintentional transmission of alarm, other	2	0.1%
741 - Sprinkler activation, no fire - unintentional	2	0.1%
742 - Extinguishing system activation	1	0.05%
743 - Smoke detector activation, no fire - unintentional	26	1.26%
744 - Detector activation, no fire - unintentional	8	0.39%
745 - Alarm system activation, no fire - unintentional	23	1.12%
746 - Carbon monoxide detector activation, no CO	1	0.05%
900 - Special type of incident, other	8	0.39%
911 - Citizen complaint	15	0.73%
<b>TOTAL INCIDENTS:</b>	<b>2058</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



## INCIDENT BREAKDOWN BY TIME OF DAY AND DAY OF THE WEEK

The two charts show an analysis of the busiest times of the day and days of the week for the department.



# Groves Fire Department

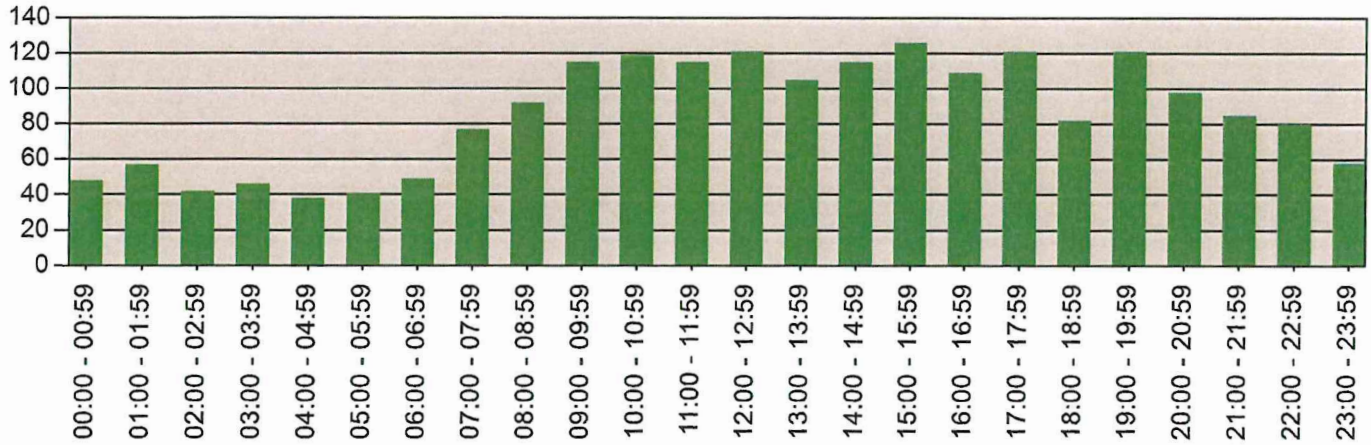
Groves, TX

This report was generated on 1/16/2024 10:05:20 AM



## Incidents by Hour for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023



Hour	# of Calls
00:00 - 00:59	48
01:00 - 01:59	57
02:00 - 02:59	42
03:00 - 03:59	46
04:00 - 04:59	38
05:00 - 05:59	41
06:00 - 06:59	49
07:00 - 07:59	77
08:00 - 08:59	92
09:00 - 09:59	115
10:00 - 10:59	119
11:00 - 11:59	115
12:00 - 12:59	121
13:00 - 13:59	105
14:00 - 14:59	115
15:00 - 15:59	126
16:00 - 16:59	109
17:00 - 17:59	121
18:00 - 18:59	82
19:00 - 19:59	121
20:00 - 20:59	98
21:00 - 21:59	85
22:00 - 22:59	80
23:00 - 23:59	58

Only REVIEWED incidents included

# Groves Fire Department

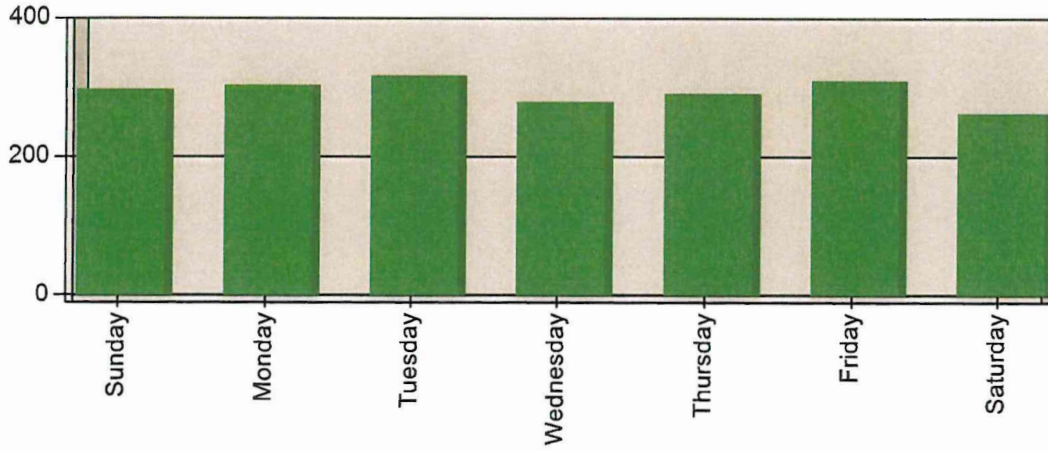
Groves, TX

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## Incidents by Day of the Week for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	297
Monday	303
Tuesday	317
Wednesday	279
Thursday	291
Friday	310
Saturday	263
<b>TOTAL</b>	<b>2060</b>

Only REVIEWED incidents included



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## YEARS OF SERVICE

These reports show the length of service for employees and volunteers. They are broken down by each shift and by the members of the volunteer fire department.

# Groves Fire Department

Groves, TX

This report was generated on 1/16/2024 10:08:33 AM



## SHIFT: Administration

Shift: Administration

ID	PERSONNEL	RANK	START DATE	DURATION
301	Billeaud, Lance	Chief	10/16/1997	26 Years, 3 Months
302	Moore, Kelley P	Assistant Chief	10/09/1995	28 Years, 3 Months

**AVERAGE EMPLOYMENT LONGEVITY:**

**27.3 Years**

Does not include personnel without a provided START DATE



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Doc Id: 688

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# Groves Fire Department

Groves, TX

This report was generated on 1/16/2024 10:08:22 AM



## SHIFT: A Shift

Shift: A Shift

ID	PERSONNEL	RANK	START DATE	DURATION
307	Grove, Haden	Lieutenant	08/27/2014	9 Years, 5 Months
304	Hidalgo, Joshua	Captain	11/19/2007	16 Years, 2 Months
312	Porter, Dustin	Firefighter	02/08/2023	0 Years, 11 Months
314	Velez, Brian	Firefighter	05/15/2023	0 Years, 8 Months

**AVERAGE EMPLOYMENT LONGEVITY:**

**6.8 Years**

Does not include personnel without a provided START DATE



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Doc Id: 688  
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# Groves Fire Department



Groves, TX

This report was generated on 1/16/2024 10:08:44 AM

## SHIFT: B Shift

Shift: B Shift

ID	PERSONNEL	RANK	START DATE	DURATION
310	Callesto, Daniel	Firefighter	01/04/2021	3 Years, 0 Months
308	Nelson, Josh	Lieutenant	09/02/2014	9 Years, 4 Months
311	Silcox, Tyler	Firefighter	08/08/2022	1 Years, 5 Months
303	Trahan JR, Curtis J	Captain	04/16/2002	21 Years, 9 Months

**AVERAGE EMPLOYMENT LONGEVITY:**

**8.9 Years**

Does not include personnel without a provided START DATE



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Doc Id: 688

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# Groves Fire Department

Groves, TX

This report was generated on 1/16/2024 10:08:08 AM



## SHIFT: C Shift

Shift: C Shift

ID	PERSONNEL	RANK	START DATE	DURATION
305	Montijo, Dustin	Captain	03/05/2007	16 Years, 10 Months
306	Sheppard, Jason	Lieutenant	04/24/2005	18 Years, 9 Months
313	White, Cole	Firefighter	04/17/2023	0 Years, 9 Months
309	Williams, Ryan	Firefighter	06/23/2020	3 Years, 7 Months

**AVERAGE EMPLOYMENT LONGEVITY:**

**10.0 Years**

Does not include personnel without a provided START DATE



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# Groves Fire Department



Groves, TX

This report was generated on 1/22/2024 4:09:42 PM

**SHIFT: Volunteer**

Shift: Volunteer

ID	PERSONNEL	RANK	START DATE	DURATION
V333	Austin, Dwayne	VN	05/04/2005	18 Years, 8 Months
V339	Borello, James	VN	05/02/2018	5 Years, 8 Months
V335	Bourgeois, Mike	VN	02/04/2015	8 Years, 11 Months
V340	Dale, Cameron	VN	05/07/2014	9 Years, 8 Months
V341	Flores, Kaden	VN	02/21/2020	3 Years, 11 Months
V337	Hayes, Kris	VN	02/01/2017	6 Years, 11 Months
V342	Hearn, Ryan	VN	08/05/2020	3 Years, 5 Months
V336	Isbell, Hunter	VN	03/15/2015	8 Years, 10 Months
V349	Lopez, Monique	VN	11/01/2023	0 Years, 2 Months
V332	Monceaux, Jacob	VN	12/13/2006	17 Years, 1 Months
V346	Mondragon, Cristian	VN	12/06/2022	1 Years, 1 Months
V345	Nichols, Autrey	VN	06/02/2021	2 Years, 7 Months
V343	Parr, Ashely	VN	07/07/2021	2 Years, 6 Months
V330	Rich JR, Billy B	VN	10/06/1975	48 Years, 3 Months
V338	Slagle, Matthew W	VN	03/07/2018	5 Years, 10 Months
V331	Spikes, Michael J	VN	11/07/1999	24 Years, 2 Months
V334	Wolfe, Benjamin	VN	05/02/2007	16 Years, 8 Months

**AVERAGE EMPLOYMENT LONGEVITY:**

**10.8 Years**

Does not include personnel without a provided START DATE



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Doc Id: 688

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## TRAINING HOURS

Paid personnel are required by TCFP, Texas Commission on Fire Protection, to obtain a minimum of 20 hours of continuing education each year. This chart shows the amount of training our firefighters participated in during 2023. As you can see, they go above and beyond when it comes to their education. I have also included the volunteer firefighters to show their dedication to education as well.

# Groves Fire Department

Groves, TX

This report was generated on 1/16/2024 10:30:52 AM



## Total Training Hours per Personnel by Date Range

Personnel: All Personnel | Station(s): All Stations | Start Date: 01/01/2023 | End Date: 12/31/2023

Personnel Name	Total hours
Austin, Dwayne	50:30
Billeaud, Lance	50:20
Borello, James	26:15
Bourgeois, Mike	46:45
Callesto, Daniel	65:10
Dale, Cameron	64:15
Flores, Kaden	20:30
Grove, Haden	208:10
Hayes, Kris	9:30
Hearn, Ryan	104:15
Hidalgo, Joshua	50:15
Hoyt, Caleb	7:00
Isbell, Hunter	9:45
Lopez, Monique	8:45
Manuel, Jeremy	18:45
Monceaux, Jacob	32:00
Mondragon, Cristian	87:30
Montijo, Dustin	31:05
Moore, Kelley P	80:40
Nelson, Josh	39:40
Nichols, Autrey	32:00
Parr, Ashely	72:45
Porter, Dustin	79:35
Reyes, Daniel	68:45
Rich JR, Billy B	41:30
Roberts, Michael	3:45
Sheppard, Jason	17:40
Silcox, Tyler	95:55
Slagle, Matthew W	14:00
Spikes, Michael J	23:45
Trahan JR, Curtis J	48:25

Completed and Reviewed classes only. This report pulls training hours from the Training Code Hours field on the Info Page.



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Doc Id: 1716  
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# Groves Fire Department



Groves, TX

This report was generated on 1/16/2024 10:30:52 AM

Velez, Brian	44:00
White, Cole	50:25
Williams, Ryan	218:00
Wolfe, Benjamin	10:30

**Count of Personnel : 35**

**Total Agency Training Hours : 1832:05**

Completed and Reviewed classes only. This report pulls training hours from the Training Code Hours field on the Info Page.



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Doc Id: 1716  
Page # 2 of 2

## SPECIAL EVENTS

This page is a list of special events that the fire department participated in for 2023. This category was not tracked until October of this year. This category will be expanded in 2024 and reflected in that report.

# Groves Fire Department

Groves, TX

This report was generated on 1/16/2024 10:18:10 AM



## Events per Category for Date Range (Landscape)

Start Date: 01/01/2023 | End Date: 12/31/2023

CATEGORY	DATE	EVENT TYPE	EVENT	LOCATION	HOURS	NARRATIVE
<b>Public Relations / Education</b>						
	10/11/2023	Station Tour	Fire Prevention Open House	Groves Fire Station	2	Annual fire prevention open house. Children were able to see the equipment up close and also climb into the apparatus. Special Events Department assisted with activities for the children. Port Neches Fire, Nederland Fire, Beaumont Fire & Rescue, Chick Fil A, Pizza Artista, also participated.
	12/02/2023	Presentation	City of Groves Christmas Parade	Groves 39th Street	1	2 Fire engines and 10 personnel for Groves Christmas parade.
	12/04/2023	Station Tour	Station Tour	Groves Fire Department	1	Gave a station tour to a resident and their grandson from Ohio
	12/09/2023	Presentation	Kettles and Coats	Courtyard Cafe	4	Collaborative efforts of local fire unions along with civic groups to provide children of CPS with coats and blankets. GFD responded with Engine 33 with Santa to the event.
	12/18/2023	Presentation	State Champion Parade	Port Neches-Groves High School	1	In Parade to celebrate the PNG state football championship team.
<b>Smoke Detector/CO Monitor Installation</b>						
	12/27/2023	Smoke Detector/CO Monitor Installation	Smoke Detectors	3700 Franklin	0	Elderly woman stopped by the station in need of smoke detectors. Two detectors appropriated during the day and delivered to said address.

Includes Locked / Authorized Events.



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Doc Id: 623  
Page # 1 of 1

## INSPECTIONS

This chart is a list of the inspections of commercial occupancies performed by our Fire Marshal and Inspectors for the year. I look for this report to grow in 2024.

# Groves Fire Department

Groves, TX

This report was generated on 1/22/2024 3:23:39 PM



## Count of Occupancies Inspected per Category Type and Subcategory per Inspection Type for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023

OCCUPANCY CATEGORY - SUBCATEGORY	COUNT
<b>Groves Occupancies</b>	
<b>Business</b>	
2nd Inspection	2
Alarm System Test	6
Annual	16
Complaint	2
Fire Protection System Inspection	1
General	3
Hood and Duct Inspection	1
New Business Final	4
New Business Initial Consultation	2
Plan Review	2
<b>Total Number of Inspections per Category:</b>	<b>39</b>
<b>Imported</b>	
<b>All</b>	
2nd Inspection	1
3rd and any additional	1
Alarm System Test	2
Annual	35
Complaint	2
Daycare Annual	2
Fire Protection System Inspection	3
General	7
Hood and Duct Inspection	2
New Business Final	1
New Business Initial Consultation	5
Plan Review	2
Pre-Plan	1
Reinspection	10
<b>Total Number of Inspections per Category:</b>	<b>74</b>

Custom Report build. Inspections must be Completed to be counted.



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# Groves Fire Department

Groves, TX

This report was generated on 1/22/2024 3:25:46 PM



## Occupancies Inspected for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
5 S Group	04-252	6477 39 TH ST		12/07/2023
99 CENT PLUS STORE	10-004	5030 Hwy 347		11/28/2023
ALI'S TABACCO	04-313	3758 MAIN AVE		12/28/2023
AMBER PARK	04-170	5305 Hwy 87		06/29/2023
BIG LOTS	04-232	5000 Hwy 347		12/11/2023
Blue Wave Car Wash	3482	5015 39th ST		03/21/2023
Bonus Room	3338	5130 Hwy 347		01/18/2023
Brown Plaza Vape Shop	3484	4101 Main AVE #A		12/20/2023
Chargeup/Fuel Point #60 (Gas Station)	3426	6099 Hwy 87		05/12/2023
Chick-Fil-A	3433	5100 West Parkway		02/03/2023
CHINA INN RESTURANT	04-324	4848 Hwy 347		05/24/2023
COASTAL WELDING	04-144	5801 39 TH ST		12/12/2023
COLICHIA'S ITALIAN VILLAGE	04-132	5601 East Parkway		01/31/2023
DEARCARE	04-200	3700 East Parkway		12/18/2023
DOLLAR GENERAL	04-341	3800 MAIN AVE		12/12/2023
Donut Holes	3480	3324 Hwy 366		12/14/2023
Dressin Up	15-007	4242 LINCOLN AVE		12/28/2023
E - Puff & Smoke	04-333	2610 MAIN AVE		05/10/2023
EAGLES NEST	10-008	4000 Grant AVE		12/08/2023
FAMILY DOLLAR	04-151	5020 Hwy 347		11/21/2023
FAMOUS BUFFET	10-009	5080 Hwy 347		04/17/2023
Forever Young (Assisted Living)	3334	2631 Rose AVE		06/29/2023
Forever Young #2	3345	2630 Rose AVE		06/29/2023
Groves Intermediate School	04-260	5840 W Jefferson BLVD		04/17/2023
Groves Primary School	04-321	3901 Cleveland AVE		09/01/2023
Icy Donuts	04-185	3855 MAIN AVE		02/10/2023
Immaculate Conception St. Peters Church	3431	4100 Lincoln AVE		05/27/2023
John Hampton (Snoopers Paradise Strip Center Unit)	3436	5519 East Parkway		12/28/2023
KIDS HARBOR DAY CARE	04-092	6000 Terrell ST		08/24/2023
Kids Harbor NO 2	15-008	3515 Main AVE		08/24/2023
Lady Luck RV Resort	3470	6579 Hwy 87		12/06/2023
LISOTTA'S MINI STORAGE	04-115	6111 Hwy 87		06/12/2023
Long Horn Liquor	04-138	5945 39 TH ST		11/28/2023
MAGIC CAR WASH	04-098	5210 39 TH ST		03/22/2023
MCDONALD'S	04-265	4500 Hwy 347		04/24/2023

Included occupancies are those that have a LOCKED inspection on record for the date range provided.



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OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
Merle Norman Cosmetics & Bella Boutique	3485	4300 Lincoln AVE #2		12/28/2023
MODICA BROTHERS TIRE	04-274	3348 Hwy 347		02/10/2023
Neighborhood Veterinary Center	04-214	3548 East Parkway		12/18/2023
OAK GROVE NURSING HOME	04-085	6230 WARREN ST		07/24/2023
P & P Pump Rentals and Maintenance	3346	5225 39th ST		12/12/2023
Pecan Festival - Lions Park	3473	6279 Jackson BLVD		10/12/2023
Pizza Artista	3437	3814 Main AVE #A		02/03/2023
POPEYE'S FAMOUS FRIED CHICKEN	POP01	4850 Hwy 347		01/31/2023
PROSPERITY BANK	04-295	3434 Hwy 347		12/28/2023
Royal Liquors	15-011	2831 MAIN AVE		12/28/2023
Stacked Cake and Cofection	04-246	4318 LINCOLN AVE		04/25/2023
Sundra Coffee House and Kiznets	3341	4000 Lincoln AVE		12/28/2023
Sunshine Liquor	04-286	6120 39 TH ST		12/28/2023
SUPER STOP # 2	04-149	6900 32 ND ST		05/10/2023
SUPER STORE #3	04-287	2600 MAIN AVE		05/10/2023
Superior Group LLC	04-328	3166 Main AVE		05/12/2023
TACO BELL #9426	04-052	4630 Hwy 347		01/31/2023
Taxx Tyme	04-163	5700 32 ND ST		09/12/2023
The Donut Palace	05-001	4610 Main AVE		12/14/2023
The Donut Shop	04-261	5100 Hwy 347		12/14/2023
THE MISSIONS ATTIC	04-330	3300 Hwy 347		12/18/2023
Timber Creek	04-029	4400 LINCOLN AVE		12/05/2023
TWFG Villa Insurance	04-218	4316 LINCOLN AVE		12/28/2023
Vacant	04-030	4757 MAIN AVE		01/24/2023
Vacant	04-267	4233 LINCOLN AVE		07/24/2023
Vacant	3478	5235 39th ST #B		03/21/2023
VAL VERDE BAPTIST CHURCH	04-079	3900 CLEVELAND AVE		01/18/2023
Val Verde Child Care	VALV01	3900 CLEVELAND AVE		01/18/2023
VAL VERDE CHRISTIAN ACADEMY	10-011	3900 CLEVELAND AVE		01/18/2023
Vape City	3332	5090 Hwy 347		03/03/2023
VE Centers	04-016	2731 MAIN AVE		05/11/2023
VONNIE'S LIQUOR	04-247	3780 Hwy 366		11/28/2023
Wellmed TX788	04-180	5301 39th ST		08/01/2023
WENDY'S HAMBURGERS	04-212	4600 Hwy 347		01/31/2023
WHATABURGER	04-307	4800 Hwy 347		02/03/2023
Williams A/C	3432	4401 Lincoln AVE		12/28/2023
Yogies Convenience Store	3335	6101 Hwy 87		06/06/2023

# of Occupancies Inspected: 72

Included occupancies are those that have a LOCKED inspection on record for the date range provided.



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Doc Id: 727

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

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Discussion of public sculpture from the Chamber of Commerce and Groves Pecan Festival.

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

Submitted to City Manager's Office on: Date: 3/18/24 Time: 3:50 p.m. By: C. THIBODEAUX

Explanation of Item: The Chamber of Commerce and the Pecan Festival would like to keep the sculpture under wraps until the Council Meeting.

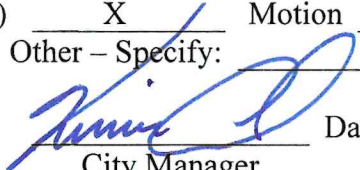
Deadline for Approval: Immediately.

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: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

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

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Deliberate and act on Hotel Occupancy Tax funding request by Knights of Columbus for the 18<sup>th</sup> Annual Estelle and Allen Fetters Center Golf Tournament.

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

Submitted to City Manager's Office on: Date: 3/6/24 Time: 11:25 a.m. By: C. THIBODEAUX

Explanation of Item: For the last 18 years the Knights of Columbus KC's have been a major supporter of the Estelle And Allen Fetters Center located in Groves. The City usually helps with the cost of Golf Tournament that is put on each year to help raise money for this center. The KC's are requesting the same amount as last year (\$4,000).

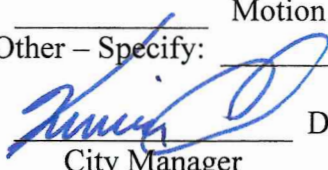
Deadline for Approval: Immediately.

Staff Recommendation: Council's discretion.

Alternative (if any) for consideration: Council can consider contributing less since that line item is already over budget and there is six months remaining; however, the hot fund balance is healthy.

Identify any attachments to this document: City Manager's Fiscal Note, Letter from the Tournament Director and a list of the 2024 Projected Expenses.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

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## MEMORANDUM

---

To: Mayor and City Council  
From: Kevin Carruth, City Manager  
Date: March 20, 2024  
Re: Fiscal Note for Knights of Columbus HOT Request for Estelle and Allen Fetters Center Golf Tournament



---

The City has supported the Knights of Columbus' Annual Estelle and Allen Fetters Center Golf Tournament with Hotel Occupancy Tax (HOT) funds since the FY 2009-2010 budget year. The history of the City's support is detailed in the table below.

Check Issue Date	HOT Funding
05/07/2010	\$3,578.43
05/11/2011	\$5,889.25
05/11/2012	\$4,265.60
05/01/2013	\$2,156.53
05/12/2014	\$1,805.69
04/28/2015	\$1,736.71
05/06/2016	\$1,800.00
06/01/2017	\$1,800.00
05/18/2018	\$1,838.72
07/22/2019	\$2,000.00
06/02/2022	\$1,905.20
05/31/2023	\$4,000.00

The FY 2023-2024 Budget has \$25,000 budgeted and YTD is \$8,500 over budget. Revenue is on track to meet or exceed the budgeted amount of \$97,500. The HOT fund balance is approximately \$287,500.



**Knights of Columbus**  
**Immaculate Conception Council #3491**  
**P. O. Box 726**  
**Groves, Texas**

Kevin Carruth  
City Manager  
Groves, Texas

2/27/24

Mr. Carruth

Saturday, April 20, 2024, the Groves Knights of Columbus will host the 18<sup>th</sup> Annual Estelle and Allen Fetters Center Golf Tournament. Through the years, the Knights have solidly become the main support for this community sponsored center for the mentally and physically challenged adults. This golfing event will be held at Babe Zaharias Golf Club. In the past, the city has been most gracious and contributed Hotel/Motel Tax monies to help defray expenses associated with the tournament. The Knights sincerely hope that the Groves City Council gives the same consideration to our cause this year in our upcoming tournament.

Last year, 33 teams participated in making it the success it was. Golfers traveled from Houston, Austin, East Texas, Baton Rouge, Canyon Lake, and other places to play in their hometown for this much appreciated local center. We anticipate another good turnout this year due to the recognition this event has received.

For your information, I've included in this envelope the complete package that is being sent to our local merchants. Also included is a projected budget for tournament expenses. Thanks for your continued support.

Respectfully Submitted,

Leroy Falcon  
Tournament Director  
Groves Knights of Columbus



## 2024 PROJECTED EXPENSES

### FETTERS CENTER GOLF TOURNAMENT

1. SAM'S	DRINKS, FOOD, SUPPLIES	\$500.00
2. D.J.'S BOUDAIN	FOOD	88.00
3. MARKET BASKET	FOOD	300.00
4. FAST SIGNS	HOLE SPONSOR SIGNS	350.00
5. BABE ZAHARIAS	PRIZES	2000.00
6. BABE ZAHARIAS	GREEN FEES & CARTS	3000.00
7. OFFICE DEPOT	SUPPLIES, POSTERS, PAPER	150.00
8. ACADEMY	DOOR AND RAFFLE PRIZES	250.00
9. DONUT PALACE	BREAKFAST DONUTS	60.00
<b>TOTAL PROJECTED COST</b>		<b>\$6698.00</b>

These numbers are similar to last year's cost. Obviously, the cost this year could be slightly higher due to rise in prices across the board. However, we're attempting to lower our expenses in the form of donations by merchants, etc.

Leroy Falcon  
Groves K of C



# **Knights of Columbus**

Immaculate Conception Council #3491

P. O. Box 726

Groves, TX

Dear Local Merchant,

Eighteen years ago, the Groves Knights of Columbus decided to become a major supporter of The Association for the Mentally and Physically Challenged (Estelle and Alan Fetters Center) located here in Groves. This facility, which caters to mentally and physically challenged adults, receives no government subsidizing or funding, but relies only on the generosity of the community to keep its doors open. At times, the Center has seen their funds dwindle to a mere few cents until some organization or business contributes to their account. To raise funds for the center, the Knights successfully hosted a golf tournament in October 2007 at The Patch Golf Course and raised much needed money to keep the center open. Since then, the annual tournaments have successfully continued to benefit the Center and clients. The 18th Annual Fetters Golf Tournament is scheduled to be held Saturday, April 20, 2024. The course of choice again this year is Babe Zaharias Golf Course and we are again looking for lots of community support for this worthwhile cause.

Included in this packet is information about The Association for the Retarded Center, Hole Sponsor forms, Team Sign Up sheets, and the Golf Tournament Flyer. Please review this information and join our community in making the 18th annual tournament an even bigger success.

Thank you,  
Leroy Falcon  
Tournament Director

**ESTELLE AND ALLEN FETTERS CENTER**  
**FOR THE PHYSICALLY AND MENTALLY CHALLENGED ADULTS**

**(THE ASSOCIATION FOR THE RETARDED, INC)**

In 1967, Estelle Feters helped establish a volunteer organization to provide day care for her son Allen and other adults with physical and mental challenges such as Downs Syndrome and Cerebral Palsy. The participants (“Clients”) attend at no cost to the families.

The Association has successfully managed the activity center for the past 55 years. This service fills what would be a great void in the lives of the participants by providing activities and entertainment for physically and mentally challenged individuals. Those served range in age from 35 to 65 years, with some having attended since the early years of the program. The center has provided day care for an average of 10 -12 participants from Mid-County, Bridge City and Port Arthur Area.

Because the Center challenges and teaches clients on a daily basis, it provided needed relief to the primary caregivers. This combination of home care and day care benefits not only the clients and their families, but the public as well. Were it not for this service, many of the clients would live in a tax supported, state facility. The day care assists families in keeping their loved ones at home.

Over time, the clients have become a close-knit group, forming their special family. With the enthusiasm of children, they embrace their time together, celebrating successes and mourning losses and illness as a family would. Visitors who take the opportunity to interact with the clients at the Center will learn that this group is providing an invaluable service to an incredible group of people.

Estelle Feters’ search for an activity program for her son began in 1964. She quickly determined that there was a larger need for a Day Care program for these adults. Pulling together a group of parents and clients with similar needs, she helped launch the Groves Retarded Adult Activity Center. In 1967, The Association met at the Lions Club House in Groves and was housed there until 1984. In 1984, “The Association for the Retarded, Inc.”, a not for profit organization created to support the center, was able to buy a building located at 4601 Main Avenue in Groves.

Serving physically and mentally handicapped individuals with a range of abilities is a difficult task. Programs and outings must be modified to suit the abilities of all clients. It is only through the continuing generosity of area businesses, residents and service organizations that the Center can continue to provide this important community service.





# GROVES KNIGHTS OF COLUMBUS

&

## ESTELLE AND ALLEN FETTERS CENTER

(Physically and Mentally Challenged Adults)

### Golf Tournament

Saturday April 20, 2024

### BABE ZAHARIAS GOLF CLUB

### Hole Sponsor Form

**Name:** \_\_\_\_\_

**Number of Signs** \_\_\_\_\_

**(\$100 per Hole Sign)**

**Include Information to be printed on sign below.**

---

**For Information Contact:**

**Jerry @ 409-718-7318**

**Sponsored by the Groves Knights of Columbus**

**Make payable to: K of C #3491-Fetters Tourn.**

**P.O Box 726**

**Groves, Texas 77619**



**GROVES KNIGHTS OF COLUMBUS**  
**&**  
**ESTELLE AND ALLEN FETTERS CENTER**  
 (Physically and Mentally Challenged Adults)

**Golf Tournament**  
**Saturday April 20, 2024**  
**BABE ZAHARIAS GOLF COURSE**

**Team Sign Up Form**

**Team 1.** \_\_\_\_\_ **Captain.**

\_\_\_\_\_  
 \_\_\_\_\_

**Team 2.** \_\_\_\_\_ **Captain.**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

- **8am Tee Time**
- **\$300 per 4 man team / \$75 per individual**
- **Registration fee includes Green fees, Cart, Food, and Cold Drinks**
- **For Information Contact:**  
     **Leroy Falcon @ 409-960-2475**  
     **Mike Melancon @ 409-289-1781**

**Sponsored by the Groves Knights of Columbus**  
**Make Payable to: K of C #3491/Fetters Tournament**



City of Groves **Single \$75**



**Team \$300** Page 86



# Groves Knights of Columbus

with

## Estelle and Allen Fetters Center

(Center for Mentally & Physically Challenged Adults)

# Charity Golf Tournament

## Saturday, April 20, 2024

### BABE ZAHARIAS GOLF COURSE



Babe Zaharias  
GOLF COURSE

### Sponsored by the Groves Knights of Columbus

\*Four Man Scramble

\*Tee Time @ 8am

\*\$300 per 4 man Team or \$75 Entry Fee per Golfer

Includes: Green Fee, Cart, Food and Cold Drinks (No Private Ice Chest)

\*Prizes for 1st Place, 2 Blind Draws & Most Honest Team

\*Prizes for Closest to the Pin (Open & Seniors)

\*Longest Drive Contest (Open & Seniors)

\*Door Prizes

### Registration Info:

Leroy Falcon: 409-960-2475 (cell)

Mike Melancon: 409-289-1781 (cell)



City of Groves



\$75  
Single



\$300  
Team

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

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Deliberate and act on the appointment of a selection review committee for responses to the American Rescue Plan Act request for proposals for professional administration services.

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

Submitted to City Manager's Office on: Date: 3/20/24 Time: 1:17 p.m. By: C. THIBODEAUX

Explanation of Item: See attached memo.

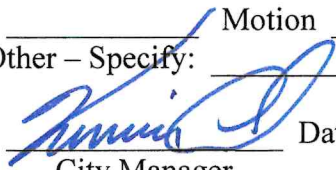
Deadline for Approval: Immediately.

Staff Recommendation: It is recommended the Selection Review Committee consist of the Mayor, Finance Director, and Public Works Director.

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

Identify any attachments to this document: Memo from City Manger and a copy of the American Rescue Plan Act RFP.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

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## MEMORANDUM

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To: Mayor and City Council

From: Kevin Carruth, City Manager

Date: March 20, 2024

Re: Selection Review Committee for the American Rescue Plan  
Act Request for Proposals for Professional Administration Services

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The deadline for submission of responses to the City's request for proposals (RFP) for professional administrative services for the American Rescue Plan Act (ARPA) is April 2, 2024. City Council is tentatively scheduled to select a firm on April 22. Part of the procurement process includes the appointment of a Selection Review Committee to select and rate competing respondents.

The Committee:

1. Must include at least two people and there is no maximum number size of the committee; however, if the committee only includes two people all decisions must be unanimous; if the committee includes more than two people a majority is required for each action.
2. It is recommended that the Committee include at least one local official, such as a member of the City Council.
3. The Committee may also include other elected officials; employees of the locality; employees or officers of third-party public utilities served through this project; or other relevant persons.
4. Committee members may not have any actual or potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, related or unrelated business dealings) and no person who might potentially receive benefits from ARPA-assisted activities may participate in the selection, award, or administration of a contract supported by ARPA funding if he or she has a real or apparent conflict of interest.

I recommend the Selection Review Committee consist of the Mayor, Finance Director, and Public Works Director. Since I was employed last year by one of the likely respondents and would have a conflict of interest, I cannot serve on the Committee. Appointing more than two Council Members will make the Committee's meetings subject to the Open Meetings Act.

The accompanying RFP details the submission requirements, scope of work, rating sheet, and other details. Please contact me if you have any questions.

3/14/2024

# American Rescue Plan Act

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**Request for Proposals for  
Professional Administration Services**



March 14, 2024



Re: American Rescue Plan Act (ARP Act)

Dear Service Providers:

Attached is the City of Groves' Request for Proposals (RFP) for professional administration services. These services are being solicited to assist the City in project selection, administration of program(s) funded by the American Rescue Plan (ARP) Act as well as a review of ARP projects already completed or underway. The City of Groves received a total of \$6.1 million from the U.S. Treasury as allocated in the American Rescue Plan Act, Title IX: Subtitle M: Sec 603, and has allocated the funds toward local infrastructure needs. Program Administration services for those infrastructure projects and other eligible ARP-funded programs will remain within the scope of this procurement. If infrastructure projects are deemed feasible, engineering services will be solicited separately in a future Request for Qualifications (RFQ).

This RFP also covers the provision of professional administration services for programs that may be funded with ARP funds distributed by the State. The selected Service Provider will assist the City in the required administrative responsibilities, which might include project selection, as well as compliance, reporting, and close-out in addition to review of compliance of any ARP projects already completed or underway.

Service providers may submit proposals for any or all activities listed in the attached Scope of Work. Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts at all.

The submission requirements for your proposal are included in the attached RFP. Please submit a proposal of services and statement of qualifications as detailed in the submission requirements to:

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

The deadline for submission of proposals is 2:00 p.m. Tuesday, April 2, 2024. It is the responsibility of the submitting entity to ensure that the proposal is received on time. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Groves reserves the right to negotiate with any and all service providers submitting timely proposals.

The City of Groves is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, Labor

Surplus Area firms and any other applicable disadvantaged businesses including HUBs are encouraged to submit proposals.

Sincerely,



Clarissa Thibodeaux  
City Secretary



## RFP for Administration Professional Services

The City of Groves seeks a well-qualified administration/activity management and delivery service provider(s) (Provider) to assist the City in the overall administration, implementation, or review of the proposed ARP Act program(s). The following outlines the RFP:

### 1. Project Description

The Project includes the following services:

#### **A. Administration Services**

A detailed Scope of Work (“SOW”) for ARP Act administration services is provided in this packet. Please refer to the United States Department of the Treasury (USDT) website for the FAQs and Fact Sheet at: <https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf> and <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf> for additional information regarding the ARP Act. The administration service provider to be hired will provide project selection and contract-related management services, including but not limited to the following areas:

#### Project Selection

Provider will assist in developing project scope(s) and complete the required ARP Act documentation. The Provider will work with the City, if applicable, to evaluate potential projects that provide desired benefits and are compliant with any eligibility criteria as established by the US Treasury Department.

As currently defined by US Treasury guidance, selected Projects must use the allocated funds in one of the following ways:

- to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- for the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or
- to make necessary investments in water, sewer, or broadband infrastructure.

## **B. Implementation Services**

Provider will administer and provide activity delivery of infrastructure and other eligible projects approved for ARP Act funding. The selected service provider must follow all compliance and regulatory requirements of the ARP Act program(s), including 2 CFR §200.101. A description of the tasks to be performed are included in the SOW below.

## **C. Review Services**

Provider will review the administration and activity delivery of selected infrastructure and other eligible projects approved for ARP Act funding already completed or currently underway. The selected service provider must follow all compliance and regulatory requirements of the ARP Act program(s), including 2 CFR §200.101. A description of the tasks to be performed are included in the Scope of Work below.

## **2. Statement of Qualifications**

The City is seeking qualified professional administration service providers experienced in program administration/activity delivery. Please provide the following as it relates to your qualifications:

### **A. Experience of the Firm**

- Provide introductory statement for the firm, including:
  - Form of business (corporation, limited partnership, or limited liability company, indicate the state of formation and current standing with the Secretary of State).
  - Name of contact person (single point of contact with Respondent).
  - List of criminal charges, civil lawsuits, or dispute resolutions to which Respondent is a part in the past five years and the nature of the issue. Indicated if and how it was resolved.
- A brief history of the service provider and any teaming partners/subcontractors, including general background, knowledge of, and experience working with Federal agencies and programs.
- Related recent experience in securing and managing federally-funded local projects, both infrastructure construction and service projects.

### **B. Prior Work Performance References**

- A description of work performance and experience with the U.S. Treasury, CARES Act, CDBG, CDBG Disaster Recovery, FEMA Hazard Mitigation or similar construction and service projects.
- Provide at least three project references including contact information (entity, name, title, email, and phone) from local government clients (must be within the last three years).
- Provide information describing the relevancy of the referenced projects for both similar construction and service projects for the references provided above as well as other pertinent projects.

### **C. Capacity to Perform**

- Provide a description of your understanding of the project scope.
- Describe which specific parts of the Scope of Work the service provider proposes to perform.
- Provide an organizational chart describing management and staffing for this program, including names, roles, and level of commitment.
- Staff should include, but are not limited to: Project Principal, Program Manager, Project/Grant Manager, Subject Matter Expert(s), and others you determine necessary to complete the scope of work.
- Describe the capacity to perform the chosen Scope of Work activities and provide resumes of all employees who may be assigned to provide services if your firm is selected.
- On each resume identify the firm employing each staff member and identify any conditional/proposed hires.
- Describe your current and projected workloads.
- Provide a description of your proposed approach/strategy to provide and perform the requested services.
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.
- Provide current fiscal year-end and year-to-date financial statements including profit and loss.

### **3. Proposed Cost of Services**

Provide your cost proposal to accomplish the Scope of Work by activity or to accomplish the entire SOW as outlined below. This cost proposal shall reflect all services provided to manage programs and/or provide services for the four eligible activities under Subtitle M Sec 603(c)(1) of the ARP Act (Direct Allocation). Regarding potential funding from the ARP Act other than the Direct Allocation, the City will negotiate scope and pricing with the awarded vendor as those initiatives are identified.

The local government will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises. As such, Proposers may specify any maximum limit to the total dollar value of program funds they are able and willing to manage. Service providers may submit proposals for any or all activities. Preference will be given to firm fixed pricing. The proposal must include all costs that are necessary to successfully complete these activities. The lowest/best price proposal will not be used as the sole basis for entering into this contract; rather, an award will be made to the service provider(s) providing the best value, cost, and other factors considered. **The City reserves the right to negotiate pricing.**

Upon the award of this contract, profit (either percent/actual cost) must be identified and negotiated as a separate element of the price for any contract over \$50,000.00.

### **4. Evaluation Criteria**

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

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

## 5. Submission Requirements

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

- A. A copy of your current **certificate of insurance** for professional liability.
- B. **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services and a plan for mitigating the conflict(s). Note that the City may, in its sole discretion, determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- C. **System for Award Management**. Service Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>). The Service Provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the Service Provider as well as its Principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date. This clearance information should be included in the Service Provider's Proposal. The clearance in the Service Provider's proposal must be re-verified prior to award. Federal awarding agencies may relax the timing of the requirement for active SAM registration at the time of allocation to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.206, Federal awarding agency review of risk posed by recipients, continue to apply. Current registrants in SAM with active registrations expiring between April 1, 2024, and September 30, 2024, will automatically be afforded a one-time extension of 180 days. (2 CFR § 25.110).
- D. **Form CIQ**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
- E. **Certification Regarding Lobbying** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
- F. **Form 1295** (enclosed). Effective January 1, 2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at the time of the signed contract submission. Form 1295 is included in this RFP for your information and is not required for submission of this RFP. Form 1295 requires the inclusion of an "unsworn declaration"

which includes, among other things, the date of birth and address of the authorized representative signing the form.

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

## **6. Affirmative Contracting**

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

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- B. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- F. The Prime Vendor should utilize the MBDA Center that is in the closest proximity to the locality. Email your RFP to the appropriate center.

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

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

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

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

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

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

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

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

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

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

## **7. Deadline for Submission**

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

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

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

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

## **Scope of Work**

The Contractor shall provide the following scope of services:

### **1. Administration Services**

#### **SCOPE OF SERVICES REQUESTED**

Providers will help the City fulfill State and Federal ARP Act statutory responsibilities related to recovery from COVID-19. Providers will assist the City in completion of ARP Act program(s). Respondents may be qualified to provide Program Administration services for one or more programs or services (environmental, acquisition, general administration, etc.). Program administrative services must be performed in compliance with the guidance provided by the U.S. Treasury.

#### **DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS**

Respondents must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Program Administration Services will be provided in conformance with the guidance documents utilizing forms provided by the US Treasury or other designated agencies, if applicable. The Providers shall furnish pre-funding and post-funding program administrative services to complete the ARP Act projects, including, but not limited to the following:

#### **Program Administration Services**

- a) General Administrative Duties:
  - i. Monitor program compliance including all ARP Act requirements.
  - ii. Review and revise current financial processes.
  - iii. Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments.
  - iv. Review and revise record-keeping systems.
  - v. Assist with resolving monitoring and audit findings.
  - vi. Report suspected fraud.
  - vii. Submit timely responses to requests for additional information.
  - viii. Guide ARPA program development with a system of record, documentation, reports, templates, best practices, change requests, progress of projects, etc.
  - ix. Provide project status updates.
- b) Document Retention Duties
  - i. Assist in collecting ARPA program documentation Develop project files.
  - ii. Collate project files in cloud-based storage.
  - iii. Deliver audit-ready indexed files.
- c) Financial Duties:
  - i. Provide guidance on Program compliance.
  - ii. Prepare for submission of closeout documents.
    - Assist in the preparation of contract revisions and supporting documents



including but not limited to amendments/modifications.

- d) Projects with Beneficiaries including Households, Non-profits, Businesses, and Industries:
  - i. Identify the need for this program.
  - ii. Project planning, design, and startup
  - iii. Eligibility verification
    - Management staff will review all intake documentation and verify eligibility.
    - If applicable, verify duplicative benefits (DOB) and calculate eligible receipts.
    - Maintain recipient data in a secure system and comply with all record-keeping requirements.
  - iv. Review change requests and all required documentation related to any change requests.
  - v. Final Documentation of recipients
    - File, audit, and closeout
    - Complete the final audit to ensure all procedures were properly followed.
  
- e) Premium Pay to Eligible Workers and Eligible Employers:
  - i. Identify the need for this program.
  - ii. Project planning, design, and startup.
  - iii. Eligibility verification
    - Management staff will review all intake documentation and verify eligibility.
    - If applicable, verify duplicative benefits (DOB).
    - Maintain recipient data in a secure system and comply with all record-keeping requirements.
  - iv. Assistance package generation and approval.
  - v. Review change requests and all required documentation related to any change requests.
  - vi. Final Documentation of recipients
    - File, audit, and closeout
    - Complete the final audit to ensure all procedures were properly followed.
  
- f) Reconciliation of Revenue Reductions
  - i. Identify the need for this program.
  - ii. Project planning, design, and startup.
  - iii. Calculate revenue loss in accordance with Department of Treasury guidance.
  - iv. Review change requests and all required documentation related to any change requests.
  - v. Final Documentation of recipients
    - File, audit, and closeout.
    - Complete the final audit to ensure all procedures were properly followed.
  
- g) Necessary Water, Sewer, or Broadband Infrastructure
  - i. Identify the need for this program.
  - ii. Project planning, design, and startup.

- Assist the recipient in submitting/setting up project(s)
  - iii. Assist with developing contract/bid packages that meet ARP program requirements
  - iv. Receive, review, recommend, and process any change orders as appropriate to the individual projects
  - v. Compile and review for completeness contract/closeout packages that meet ARP program requirements
  - vi. Labor Standards duties (as required):
    - Monitor compliance with all relevant labor standards regulations.
    - Maintain document files to support compliance.
  - vii. Acquisition Duties:
    - Submit acquisition reports and related documents.
    - Establish acquisition files (if necessary).
    - Complete acquisition activities (if necessary).
  - h) ARPA Flex, Disaster Relief, Surface Transportation, Community development Block Grant
    - i. Identify the need for this program
    - ii. Project planning, design and startup
- Assist the recipient in submitting/setting up project(s)

**COST OF SERVICES**

The Responder should enter pricing which includes all costs, expenses, and materials needed to perform the services in accordance with this RFP. Pricing for ARP-funded projects other than Subtitle M Sec 603 projects will be determined with the awarded vendor once projects are identified.

LUMP SUM PRICE: \$ \_\_\_\_\_

If pricing is only for a specific activity(ies) in this scope, please indicate the service(s) with your pricing. Respondents proposing to offer specific services are limited to environmental services and will be scored only on that service.

SPECIFIC SERVICE DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRICE: \$ \_\_\_\_\_

# Administration Professional Services Rating Sheet - ARPA

Respondent: \_\_\_\_\_

Final Score

Evaluator's Name: \_\_\_\_\_

Date of Evaluation

Respondent will be scored by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from the submitted proposal and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (environmental) will be scored only on those services.

**Experience of the Proposing Firm**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Firm Experience / Background with federally funded projects	10	
2	Related Firm Experience/ Background with specific services:		
a	Administrative, construction management	5	
b	Administrative, non-construction management	5	
c	Procurement of other services & construction	5	
d	Financial Duties	5	
	<b>Subtotal, Experience</b>	<b>30</b>	

**Prior Work Performance References**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Work Performance	10	
2	References Provided for prior work	10	
	<b>Subtotal, Performance / References</b>	<b>20</b>	

**Capacity to Perform**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Demonstrated understanding of scope of the ARP Act Project(s), as appropriate	5	
2	Qualifications / Experience of Proposed Staff		
a	Resumes appropriate to services required	5	
b	Organizational Chart	5	
3	Approach/Strategy to implement services/projects	5	
4	Current and Projected Workloads	5	
5	Financial Capacity	5	
	<b>Subtotal, Capacity to Perform</b>	<b>30</b>	

**Proposed Cost**

<u>Method to Evaluate Proposed Cost</u>			
"A" = The lowest priced proposal of all qualified respondents			
"B" = Respondents Proposed Price			
	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Use values A and B above, in the equation below (A + B) X 20	20	

**Total Score**

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

**Insert Certificate of Insurance**

**SAM Record Search**

**Insert the System for Award Management (SAM) record search for company name and company principal.**

**Form CIQ (Conflict of Interest Questionnaire)**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received	
<b>1 Name of vendor who has a business relationship with local governmental entity.</b>  _____		
<b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
<b>3 Name of local government officer about whom the information is being disclosed.</b>  _____ Name of Officer		
<b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b>		
<p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>		
<b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b>		
<b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
<b>7</b>  <div style="display: flex; justify-content: space-between;"> <span>_____ Signature of vendor doing business with the governmental entity</span> <span>_____ Date</span> </div>		

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**Certification Regarding Lobbying**

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below the agency name, if known. For example, the Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503  
Approved by OMB  
0348-0046

### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known:  <b>Congressional District, if known:</b>		<b>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>
<b>Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
<b>Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b>

	\$
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

**Form 1295 - Certificate of Interested Parties**

**\*\*\*TO BE COMPLETED BY AWARDED VENDOR\*\*\***

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>																					
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		<b>OFFICE USE ONLY</b>																					
<b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.																							
<b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																							
<b>3</b> Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																							
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>	Controlling	Intermediary																		
Controlling	Intermediary																						
<b>5</b> Check only if there is NO Interested Party. <input type="checkbox"/>																							
<b>6 UNSWORN DECLARATION</b> My name is _____, and my date of birth is _____. My address: _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. <span style="float: right;">(month) (year)</span> <div style="text-align: center; margin-top: 10px;">                         _____                          Signature of authorized agent of contracting business entity                          (Declarant)                     </div>																							
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>																							

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 12/22/2017

## Contract Provisions

The non-Federal entity's contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts may contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

**\*Language as of May 21, 2021.**

### All Contracts

THRESHOLD	PROVISION	CITATION
>\$250,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	<p>Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</p> <p>41 CFR 60-1.4 Equal opportunity clause.</p> <p>(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</p> <p>The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:</p> <p>During the performance of this contract, the contractor agrees as follows:</p> <p>(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion,</p>	2 CFR 200 APPENDIX II (C) and 41 CFR §60-1.4(b)

	<p>sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:</p> <p>Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.</p> <p>(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.</p> <p>(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.</p> <p>(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.</p> <p>(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.</p> <p>(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.</p> <p>(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order</p>	
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	<p>11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.</p> <p>(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:</p> <p>Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.</p> <p>The [recipient] further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the [recipient] so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.</p> <p>The [recipient] agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>The [recipient] further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.</p>	
>\$2,000	Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of	2 CFR 200

	<p>\$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.</p>	APPENDIX II (D)
>\$100,000	<p>Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.</p>	2 CFR 200 APPENDIX II (E)
None	<p>Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.</p>	2 CFR 200 APPENDIX II (F)
>\$150,000	<p>Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42</p>	2 CFR 200 APPENDIX II (G)



	U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
	<i>See 2 CFR §200.323.</i>	2 CFR 200 APPENDIX II (J)
	<i>See 2 CFR §200.316.</i>	2 CFR 200 APPENDIX II (K)
	<i>See 2 CFR §200.322.</i>	2 CFR 200 APPENDIX II (L)
None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The <a href="#">Federal awarding agency</a> and the <a href="#">non-Federal entity</a> should, whenever practicable, collect, transmit, and store <a href="#">Federal award</a> -related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The <a href="#">Federal awarding agency</a> or <a href="#">pass-through entity</a> must always provide or accept paper versions of <a href="#">Federal award</a> -related information to and from the <a href="#">non-Federal entity</a> upon request. If paper copies are submitted, the <a href="#">Federal awarding agency</a> or <a href="#">pass-through entity</a> must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
None	Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms.	2 CFR 200.321

	<p>(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.</p> <p>(b) Affirmative steps must include:</p> <p>(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;</p> <p>(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;</p> <p>(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;</p> <p>(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;</p> <p>(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and</p> <p>(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</p>	
None	<p>Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:</p> <p>(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.</p> <p>(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.</p> <p>(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.</p> <p>(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.</p>	2 CFR 200.334

	<p>(e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.</p> <p>(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).</p> <p>(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.</p> <p>(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.</p>	
None	<p>CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or <a href="#">2252.153</a>. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such a term in Section 2252.151(2) of the Texas Government Code.</p>	<p>Texas Government Code 2252.152</p>
>\$100,000	<p>PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:</p> <p>(1) is between a governmental entity and a company with 10 or more full-time employees; and</p> <p>(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.</p> <p>(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:</p> <p>(1) does not boycott Israel; and</p> <p>(2) will not boycott Israel during the term of the contract.</p>	<p>Texas Government Code 2271</p>
Option Contract Language for contracts awarded prior to Grant Award	<p>The contract award is contingent upon the receipt of ARP Act funds. If no such funds are awarded, the contract shall terminate.</p>	<p>Optional</p>

	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
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**City of Groves**  
**Agenda Item Information Form**

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Deliberate on possible revisions to Code of Ordinances Chapter 21, Article III – Game Rooms and Gaming Devices and possible workshop date.

Party(ies) requesting placement of this item on the agenda: Brandon P. Monk, City Attorney

Submitted to City Manager's Office on: Date: 3/18/24 Time: 2:00 p.m. By: C. THIBODEAUX

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

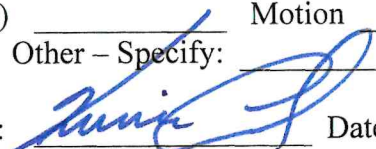
Deadline for Approval: Immediately.

Staff Recommendation: Approval of request, as presented.

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

Identify any attachments to this document: Code of Ordinances Chapter 21, Article III

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

**ARTICLE III. GAME ROOMS AND GAMING MACHINES<sup>1</sup>**

**DIVISION 1. IN GENERAL**

**Sec. 21-35. Definitions.**

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

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

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

*Game room owner* means an individual who:

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

*Gaming machine.* Commonly referred to as an "eight-liner," any coin-operated machine or electronic, electromechanical or mechanical contrivance designed, made, and adopted solely for bona fide amusement

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

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30 purposes if the contrivance rewards the player exclusively with non-cash merchandise prizes, toys, or novelties, or  
31 a representation of value redeemable for those items, that have a wholesale value available from a single play of  
32 the game or device of not more than ten (10) times the amount charged to play the game or device once or five  
33 dollars (\$5.00), whichever is less. Not included in this definition is a machine used only for entertainment  
34 purposes, as entertainment is defined in Tex. Admin. Code § 372.1701.

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

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

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

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

54 (Ord. No. 2019-02, § 1, 3-4-19)

### 55 **Sec. 21-36. Declaration of findings.**

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

60 (Ord. No. 2019-02, § 1, 3-4-19)

### 61 **Sec. 21-37. Severability.**

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

67 (Ord. No. 2019-02, § 1, 3-4-19)

PART I - GENERAL ORDINANCES  
Chapter 21 - PUBLIC AMUSEMENTS  
ARTICLE III. - GAME ROOMS AND GAMING MACHINES  
DIVISION 2. REQUIREMENTS

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68

*DIVISION 2. REQUIREMENTS*

69 **Sec. 21-38. Permit required.**

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



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- 102 (4) Criminal attempt, conspiracy or solicitation to commit any of the foregoing offenses; or any other  
103 offense to the laws of another state or of the United States that, if committed in this state, would have  
104 been punishable as one (1) or more of the aforementioned offenses; or
- 105 (5) A criminal offense as described in V.T.C.A, Local Government Code Ch. 352, subch. B; and
- 106 a. Less than two (2) years have elapsed since the date of conviction or the date of release from  
107 confinement imposed for the conviction, whichever is the later date if the conviction is of a  
108 misdemeanor offense; or
- 109 b. Less than five (5) years have elapsed since the date of conviction or the date of release from  
110 confinement for the conviction, whichever is the later date, if the conviction is of a felony  
111 offense.
- 112 Offenses involving gambling and the possession of gambling paraphernalia shall be grounds for denial,  
113 revocation or refusal for renewal of such licenses because these businesses offer special opportunities  
114 for gambling activities.
- 115 (h) Any failure of a proposed game room to meet all requirements of this section shall be grounds for denial,  
116 revocation, or suspension of a game room license.
- 117 (i) Each city game room permit is valid for one (1) year and shall expire on the anniversary date of the issuance  
118 of the permit. A permit may be renewed for the following calendar year beginning sixty (60) days before the  
119 expiration of the current permit by filing a completed application for each permit and paying the applicable  
120 fee set forth in the fee schedule. A renewal application shall be subject to the same requirements in this  
121 section as for an initial city game room permit application.
- 122 (j) It shall be unlawful for an owner or operator of a game room to operate, use, or maintain a game room  
123 without first obtaining a special use permit issued under the terms and conditions of chapter 2,  
124 Administration, article II, Planning and zoning commission, section 2-29, Fees—Zoning Ordinance  
125 amendment; specific use permit application. This requirement shall be met yearly with the initial application  
126 and renewal application requirements of chapter 2, Administration, article II, Planning and zoning  
127 commission, section 21-46, Initial application and renewal application requirements.
- 128 (Ord. No. 2019-02, § 1, 3-4-19; Ord. No. 2023-02, § 5, 2-27-23)

129 **Sec. 21-39. Signage.**

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

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

- 138 (a) Every gaming site shall have transparent, unobstructed windows or open space on at least one (1) side so  
139 that the area is open to view by the general public passing by on a street. The owner, occupant, or operator  
140 of a gaming site shall not permit any obstruction of such public view by the use of drawn shades, blinds,

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- 141 partitions, tinting or other structure or obstructions. Violation of this section will result in the penalty listed  
142 in section 21-62.
- 143 (b) The requirement of section 21-40(a) may be waived or modified by the building official if the business owner  
144 can demonstrate:
- 145 (1) The site holds a valid, current on-premises license under V.T.C.A, Alcoholic Beverage Code Title 3,  
146 Subtitle B, Chapter 69 where the gaming machines or eight-liners are incidental to the primary business  
147 and;
- 148 (2) All of the site's gaming machines or eight-liners are visible upon entering the premises from the front  
149 door.
- 150 (Ord. No. 2019-02, § 1, 3-4-19)

151 **Sec. 21-41. Machine registration requirements.**

- 152 Gaming machines, as defined in this article, shall be registered as follows:
- 153 (1) The permit holder, owner or operator is required to maintain at the gaming site a complete inventory,  
154 along with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below at  
155 all times. The initial application for permit shall include a certificate of the inventory, along with serial  
156 numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the machines that  
157 the permit holder intends to put into operation when the gaming site begins its business activities.
- 158 (2) Each renewal permit application shall contain a certificate of inspection of updated inventory, along  
159 with serial numbers or equivalent identification, as set forth in subsections (4) and (5) below, of the  
160 gaming machines that the permit holder intends to put into operation when the gaming site begins its  
161 business activities under the renewal license.
- 162 (3) Before a new gaming machine is put into operation at the gaming site, the permit holder shall update  
163 the locations inventory, register the gaming machine with the city and pay all taxes and regulatory  
164 license fees as required.
- 165 (4) Upon review of the inventory of machines under subsections (1), (2) and (3) above, a City of Groves  
166 registration decal will be issued for each gaming machine. The registration decal will contain an  
167 inventory number. The registration decal for each machine shall be permanently affixed thereto and in  
168 plain view at all times. Registration decals are not transferable. The failure of any machine to display a  
169 current registration decal shall be a violation of this section and subject to enforcement action by the  
170 city.
- 171 (5) The inventory of machines under subsections (1), (2) and (3) above shall provide the following  
172 information: the manufacturer(s); the serial number(s); common name, type or description of the  
173 game played on the machine. The registration decal shall contain the inventory number of the  
174 machine.
- 175 (6) A penalty as listed in section 21-62 will be assessed against each unregistered machine found to be in  
176 operation at a gaming site.
- 177 (Ord. No. 2019-02, § 1, 3-4-19)

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178 **Sec. 21-42. Site plan required.**

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

- 182 (1) Overall view of the property;
- 183 (2) Parking spaces for the location;
- 184 (3) Floor plan of buildings;
- 185 (4) Locations of gaming machines;
- 186 (5) Windows and doors;
- 187 (6) Dimensions of building, windows and doors.

188 (Ord. No. 2019-02, § 1, 3-4-19)

189 **Sec. 21-43. Prohibited locations.**

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

197 (Ord. No. 2019-02, § 1, 3-4-19)

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

- 199 (a) It shall be the duty of any owner or operator of a game room to ensure compliance with this subsection.
- 200 (b) A game room shall operate only between the hours of 8:00 a.m. and 10:00 p.m.
- 201 (c) Each gaming machine must be made physically inaccessible and unusable from 10:00 p.m. to 8:00 a.m. Each  
202 hour and/or portion of an hour that a gaming machine is accessible and operational during prohibited hours  
203 is a separate violation.
- 204 (d) An owner of a game room that operates a game room in violation of this subsection shall be assessed a  
205 penalty as listed in section 21-62. Each hour and/or portion of an hour that a game room is operating during  
206 prohibited hours in violation of these regulations is a separate violation.
- 207 (e) A person commits a class C misdemeanor offense if they intentionally or knowingly operate a game room in  
208 violation of this section.

209 (Ord. No. 2019-02, § 1, 3-4-19)

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

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

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

- 220 (a) The gaming permit application must be submitted with the following:
- 221 (1) A copy of a certificate of occupancy issued by the building official of the city for the proposed game  
222 room;
- 223 (2) A list of the business owner(s) and operators with fingerprint background reports of all of the business  
224 owner(s) and all operators of the proposed game room;
- 225 (3) A list of building owner(s) with contact information of said building owner(s);
- 226 (4) In the case of corporate ownership, a copy of the certificate of incorporation;
- 227 (5) In the case of a game room to be operated under an assumed name, a true and correct copy of the  
228 registration of the assumed name filed in the office of the Jefferson County Clerk, bearing the file mark  
229 or stamp that evidences its filing in that office;
- 230 (6) A certificate of the inventory, along with serial numbers or equivalent identification, as set forth in  
231 subsections 21-41(4) and (5), of the machines that the permit holder intends to put into operation  
232 when the gaming site begins its business activities;
- 233 (7) A site plan as set forth in section 21-42;
- 234 (8) The application or renewal fee as listed in the fee schedule in section 21-54;
- 235 (9) The occupation tax fee per machine as listed in the fee schedule in section 21-54;
- 236 (10) The regulatory enforcement license fee per machine as listed in the fee schedule in section 21-54;
- 237 (11) The ID badge fees for each operator and owner of a game room as listed in the fee schedule in section  
238 21-54;
- 239 (12) Whether a previous permit of the applicant, or, if applicable, a corporate officer of the applicant, has  
240 been revoked within two (2) years of filing of the application; and
- 241 (13) A statement that all the facts contained in the application are true and correct.
- 242 Any false statement made by an applicant on the application shall subject the permit to immediate  
243 suspension pending revocation and the applicant may be prosecuted as a violation of V.T.C.A., Penal Code §  
244 37.10, (tampering with governmental records), a third degree felony.
- 245 (Ord. No. 2019-02, § 1, 3-4-19)

PART I - GENERAL ORDINANCES  
Chapter 21 - PUBLIC AMUSEMENTS  
ARTICLE III. - GAME ROOMS AND GAMING MACHINES  
DIVISION 3. PENALTIES, FEES AND OTHER PROVISIONS

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246

*DIVISION 3. PENALTIES, FEES AND OTHER PROVISIONS*

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

- 248 (a) Initial application or renewal application will be denied for one (1) or more of the following reasons:
- 249 (1) A false statement as to a material matter made in an application for a permit;
- 250 (2) Revocation of a permit, pursuant to this article, of the applicant or corporate officer of the applicant
- 251 within two (2) years preceding the filing of the application;
- 252 (3) The applicant or a co-owner for such permit has, within the past ten (10) years, been convicted of any
- 253 offenses listed in subsection 21-38 (g).
- 254 (b) Initial application or renewal of a permit will be denied or an existing permit will be revoked if it is
- 255 determined that the applicant, owner or permit holder is indebted to the city for any fee, costs, penalties, or
- 256 delinquent taxes at the time of application or renewal.
- 257 (c) Existing permits issued under this provision shall be revoked for more than two (2) separate occurrences of
- 258 violations of this article during the effective permit period by giving written notice, stating the reason for
- 259 revocation.
- 260 (d) No permit shall be issued within a period of two (2) years to anyone whose permit has been revoked.
- 261 (e) Application for additional or new permits issued under this provision shall be denied to an owner or
- 262 occupant who has been found in violation of this article for a period of two (2) years.
- 263 (Ord. No. 2019-02, § 1, 3-4-19)

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

- 265 Any applicant desiring to contest the denial, revocation, or suspension of a game room license under this
- 266 Code may request a hearing before a hearing panel designated by the city manager in accordance with the
- 267 following procedures:
- 268 (1) A request for hearing must be in writing and delivered to the city manager within ten (10) days of the
- 269 denial or citation. The applicant waives the right to hearing if the request is not timely received by the
- 270 city manager.
- 271 (2) The issue before the hearing panel shall be whether or not the proposed or existing game room
- 272 complies with the requirements of this article.
- 273 (3) If the hearing panel determines that a proposed game room does not comply with the requirements of
- 274 this article, then application for a game room license shall be denied. The applicant may re-apply for a
- 275 game room license if changes are made to bring the proposed game room into compliance with this
- 276 article.
- 277 (4) If the hearing panel determines a game room has committed more than two (2) separate violation
- 278 occurrences within the effective permit period, the game room license will be revoked.
- 279 (5) The decision of the hearing panel shall be final.

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280 (Ord. No. 2019-02, § 1, 3-4-19)

281 **Sec. 21-49. Transfer of permit.**

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

284 (Ord. No. 2019-02, § 1, 3-4-19)

285 **Sec. 21-50. Replacement permits or decals.**

286 (a) A replacement permit shall be issued to the original applicant for one (1) lost, destroyed, or mutilated after a  
287 written application is submitted with the fee listed in the fee schedule in section 21-54 on a form provided by  
288 the city for such purpose.

289 (b) A replacement permit shall bear the same expiration date as the one (1) it replaces.

290 (Ord. No. 2019-02, § 1, 3-4-19)

291 **Sec. 21-51. Occupation tax.**

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

298 (Ord. No. 2019-02, § 1, 3-4-19)

299 **Sec. 21-52. Regulatory enforcement license fee.**

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

308 (Ord. No. 2019-02, § 1, 3-4-19)

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

310 All owners and operators of an amusement machine game room shall be required to secure an ID badge  
311 issued from the city annually following the completion of the required background checks as described in section  
312 21-38(g). ID badge fees are listed in section 21-54, fee schedule. Owner and operator ID badges shall be worn to be  
313 visible at all times while operating and working in a game room. Operators and owners without visible ID badges  
314 shall be fined according to the penalty schedule in section 21-62.

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(Supp. No. 21)

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315 (Ord. No. 2019-02, § 1, 3-4-19)

316 **Sec. 21-54. Fee schedule.**

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

317

318 (Ord. No. 2023-04, § 4, 6-19-23)

319

*DIVISION 4. ENFORCEMENT*

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

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

324 (Ord. No. 2019-02, § 1, 3-4-19)

325 **Sec. 21-56. Inspections, compliance.**

- 326 (a) It shall be the duty of all owners, managers, or employees of a game room, or other person exercising control  
327 over a game room, a portion of a game room, to provide any law enforcement officer or code enforcement  
328 officer with immediate unrestricted access during business hours to all areas of a game room and to all  
329 amusement redemption machines.
- 330 (b) The gaming site shall conform to all zoning ordinances, building codes and fire prevention codes of the city  
331 and comply with all federal, state and local ordinances and regulations relevant to the operations of a  
332 gaming site or gaming machine.
- 333 (c) An owner, operator, occupant, or any person who does not allow immediate access to the area of the  
334 gaming site where such machines are located to officials for the purpose of inspection or enforcement  
335 commits an offense. See penalty fees, section 21-62.

336 (Ord. No. 2019-02, § 1, 3-4-19)

337 **Sec. 21-57. Responsibility of permit holder.**

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

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

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(Supp. No. 21)

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341 and the ordinances of the city for the sale, purchase, possession or consumption of alcoholic  
342 beverages.

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

344 (Ord. No. 2019-02, § 1, 3-4-19)

345 **Sec. 21-58. Sealing machine for nonpayment.**

346 (a) Any law enforcement or code enforcement officer charged with the administration of this Code shall seal, in  
347 a manner that will prevent further operation, any gaming machine upon which the tax and enforcement fee  
348 required by this article has not been paid or upon which the decal is not properly displayed. The owner or  
349 operator of any machine subject to this article shall be required to pay a fee equal to the maximum amount  
350 permitted under V.T.C.A., Occupations Code § 2153.453, for the release of any machine sealed and any  
351 outstanding enforcement fee amounts, as provided herein, for nonpayment of the tax, nonpayment of the  
352 enforcement fee, or for failure to properly display the decal evidencing the payment of the tax and proper  
353 registration of the machine. Upon proof of payment of the occupation tax and enforcement fee provided for  
354 in section 21-54 and the regulatory enforcement license fee provided for in section 21-54 of this article, and  
355 the release fee, the officer will remove the seal.

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

358 (Ord. No. 2019-02, § 1, 3-4-19)

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

360 It shall be unlawful to remove from the permitted site any machine that has been sealed pursuant to section  
361 21-58 of this article. Whoever removes or causes to be removed a machine that is sealed shall be guilty of a class C  
362 misdemeanor and, upon conviction, shall be punished by a fine as listed in section 21-62.

363 (Ord. No. 2019-02, § 1, 3-4-19)

364 **Sec. 21-60. Injunctions.**

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

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

371 (Ord. No. 2019-02, § 1, 3-4-19)

372 **Sec. 21-61. Strict enforcement; exemptions.**

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



- 377 (b) A person in possession or control of a gaming machine is exempt from this article if:
- 378 (1) The gaming machine is maintained exclusively in a personal residence and solely for personal use; or
- 379 (2) The gaming machine has been altered in such a way that it no longer functions as a coin-operated
- 380 machine and is not patronized for the purpose of winning cash or cash value prizes; or
- 381 (3) The gaming machine is owned by, leased or rented to organizations operated exclusively for charitable,
- 382 educational, religious or benevolent purposes. An organization with social or fraternal activities does
- 383 not qualify; or
- 384 (4) The gaming machines designed for and utilized exclusively by children are expressly exempt from the
- 385 tax and enforcement fee.
- 386 (Ord. No. 2019-02, § 1, 3-4-19)

387 **Sec. 21-62. Penalty fees.**

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

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

393

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394 (Ord. No. 2019-02, § 1, 3-4-19)

395 **Sec. 21-63. Administration and enforcement.**

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

398 (Ord. No. 2019-02, § 1, 3-4-19)

399

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

Council Meeting Date: 3/25/2024 Department: City Attorney Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Deliberate and act on Ordinance 2024-04 suspending the rates proposed by Texas Gas Service Company's Gas Reliability Infrastructure Program filing of February 9, 2024.

Party(ies) requesting placement of this item on the agenda: Brandon P. Monk, City Attorney

Submitted to City Manager's Office on: Date: 3/11/24 Time: 12:25 p.m. By: C. THIBODEAUX

Explanation of Item: The GRIP Statute provides that the proposed GRIP rate surcharge will become effective 60 days from the date of the Company's filing or April 9, 2024, unless suspended by the Cities. Cities may suspend the GRIP rate increase for an additional 45 days beyond the Company's proposed effective date of April 9, 2024, while reviewing the GRIP application. The City finds the need to suspend the effective date of the Company's proposed rate increase for 45 days beyond the Company's proposed effective date until May 24, 2024 in

Order to review the Company's filing for compliance with Gas Utility Regulatory Act 104.301. This action is recommended by rate council, The Lawton Law Firm. The City has historically suspended the GRIP rate increase.

Deadline for Approval: Immediately.

Staff Recommendation: Approval of request, as presented.

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

Identify any attachments to this document: City Manager's Memo and Ordinance 2024-04.

Specific Council Action Requested: None (Information item only) \_\_\_\_\_ Motion X  
Ordinance – Number 2024-04 Resolution – Number \_\_\_\_\_ Other – Specify: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: [Signature] Date: 03/20/24  
Department Head City Manager

**FUNDING (IF APPLICABLE)**

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

**PAYMENT REQUEST**

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

**ACTION TAKEN BY COUNCIL**

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

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## MEMORANDUM

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To: Mayor and City Council  
From: Kevin Carruth, City Manager *KC*  
Date: March 20, 2024  
Re: Texas Gas Service Company's GRIP Adjustment

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The City's rate counsel, The Lawton Law Firm, advises that on or about February 9, 2024, Texas Gas Service Company (TGS) filed a Gas Reliability Infrastructure Program (GRIP) adjustment factor with each of your communities in the TGS Central-Gulf Service Area. TGS is authorized to make annual GRIP rate change requests pursuant to Texas law passed in 2003, Gas Utility Regulatory Act, TEX. UTIL. CODE § 104.301 (GRIP Statute) also see Section 7.7101 of the Railroad Commission of Texas (Commission) Gas Services Division Rules. The GRIP Statute authorizes gas utility companies to request annual rate increases associated with year-to-year changes in incremental investment. The changes in investment are not subject to reasonableness review in the GRIP filing. Instead, all amounts collected under a GRIP filing are considered interim rates subject to review and refund in TGS' next base rate proceeding.

TGS has determined that its capital investment in the Central-Gulf Service Area has increased by \$94,774,123 during the calendar year 2023. The carrying cost on this incremental GRIP investment results in the following average monthly customer bill impact for each affected customer class:

Customer Class	Monthly Bill Increase
Residential	\$2.64
Commercial	\$12.26
Industrial	\$217.07
Public Authority	\$22.40
Public School Space Heating	\$22.40

The GRIP Statute provides that the proposed GRIP rate surcharge will become effective 60 days from the date of the Company's filing or April 9, 2024, unless suspended by the Cities. Cities may suspend the GRIP rate increase for an additional 45 days beyond the Company's proposed effective date of April 9, 2024, while reviewing the GRIP application. The proposed Rate Ordinance will suspend the GRIP rate effective date until May 24, 2024. If the Council wishes to suspend the proposed rates it must take action by passing the attached Rate Ordinance prior to April 9, 2024. Otherwise, the TGS' requested rates will go into effect on April 9, 2024. If Council cannot meet the April 9, 2024, deadline but wishes to take action, we can let our rate counsel, The Lawton Law Firm, request an extension from the Company.

The review process of a GRIP filing is generally a ministerial review limited to ensuring that the GRIP filing complies with the GRIP Statute. See *Atmos Energy Corp. v. Cities of Allen*, 353 S.W. 3d 156 (Tex. 2011). During the suspension period, any issues related to whether the GRIP filing comports with the GRIP filing rules can be reviewed so that Cities may make a final decision on this GRIP proposal.

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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)**

ORDINANCE NO. 2024-04

ORDINANCE OF THE CITY OF GROVES, TEXAS, SUSPENDING THE RATES PROPOSED BY TEXAS GAS SERVICE COMPANY'S ("TGS" OR "COMPANY") GAS RELIABILITY INFRASTRUCTURE PROGRAM ("GRIP") FILING MADE WITH THE CITY ON OR ABOUT FEBRUARY 9, 2024; 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 February 9, 2024, Texas Gas Service Company ("TGS" or "Company") filed an Annual GRIP adjustment with the City of Groves ("City") to increase gas rates in the Central/Gulf Service Area pursuant to *Gas Utility Regulatory Act*, TEX. UTIL. CODE ("Gas Utility Regulatory Act") § 104.301; and

WHEREAS, the Company proposed an effective date for the proposed increase of April 9, 2024, unless the City suspends the date for a period no longer than forty-five (45) days; and

WHEREAS, City has exclusive original jurisdiction over the rates, operations and services of a gas utility in areas in the municipality pursuant to Gas Utility Regulatory Act § 103.001; and

WHEREAS, Gas Utility Regulatory Act § 104.301 requires a streamlined process for the recovery of the costs of incremental investment by a gas utility; and

WHEREAS, the City's review of TGS's GRIP filing is limited to a ministerial review of the filing for compliance with the statute; and

WHEREAS, the City finds the need to suspend the effective date of the Company's proposed rate increase for 45 days beyond the Company's proposed effective date until May 24, 2024 in order to review the Company's filing for compliance with Gas Utility Regulatory Act § 104.301; and

WHEREAS, the reasonableness of the Company's investment will be reviewed in a future base rate case where all costs included in the Company's GRIP filing will be subject to refund.

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 the Company's proposed GRIP rate increase, and the proposed tariffs related thereto, is hereby suspended until May 24, 2024.

Section 3. To the extent the City finds that the rates proposed by the Company's filing comply with Gas Utility Regulatory Act § 104.301, then the rates will become effective by operation of law on May 24, 2024.

Section 4. The meeting at which the ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 5. This Ordinance shall become effective from and after its passage.

PASSED AND APPROVED this 25<sup>th</sup> day of March, 2024.

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**Chris Borne, Mayor**

**ATTEST:**

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**Clarissa Thibodeaux, City Clerk**

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

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**Brandon P. Monk, City Attorney**

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

Council Meeting Date: 3/25/2024 Department: City Manager Agenda Item No. \_\_\_\_\_

Title for Item (same as to be placed on Agenda): Deliberate and act on the March 25, 2024 Invoice List.

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

Submitted to City Manager's Office on: Date: 3/19/24 Time: 11:30 a.m. By: C. THIBODEAUX

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

Deadline for Approval: Immediately

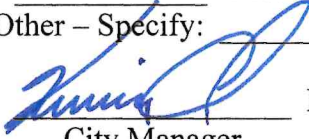
Staff Recommendation: Approval of the list, as presented.

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

Identify any attachments to this document: Invoice approval list.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Date: 03/20/24

Department Head

City Manager

**FUNDING (IF APPLICABLE)**

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

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

**PAYMENT REQUEST**

Amount of requested payment \$ \_\_\_\_\_ Cumulative total of payments to date for this project/item

(if applicable): \$ \_\_\_\_\_ Balance due for this project/purchase (if applicable): \$ \_\_\_\_\_

**ACTION TAKEN BY COUNCIL**

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

If yes, explain \_\_\_\_\_

**Invoice Approval List - March 25, 2024**

Vendor	Description	Amount
1. City of Port Arthur	Landfill sludge disposal for February 2024	\$ 5,200.00
2. Fuelman of Lafayette	Gas and Diesel for February 2024	\$ 16,639.05
3. Patterson Equipment	Sewer Jetter Trailer	\$ 107,105.00
4. Republic Services	Sludge Disposal for February 2024	\$ 9,315.30
5. Siddons - Martin Emergency Group	Down payment for new Pumper ordered in November	\$ 561,000.00
		<b>Total \$ 699,259.35</b>

*KC  
03/20/24*



# PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: March 7, 2024

P.O. NUMBER: 09-36819

TO: Kevin Carruth

FROM: Coby Doucet

<b>Purchase Recommendation</b>				
<b>Recommended Company: City of Port Arthur (32641)</b>				
<b>Items to be Purchased: Landfill Sludge Disposal</b>				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-64-05-170	Landfill Sludge Disposal February	1	\$5,200.00	\$5,200.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval <b>before</b> ordering!</i>				\$5,200.00

**REASONS FOR PURCHASE:**

DISPOSAL OF SLUDGE AT PORT ARTHUR LANDFILL

RECEIVED

QUOTES		
	COMPANY NAME	COST
1.	<b>RECEIVED</b>	\$
2.		\$
3.	MAR 13 2024	\$
4.		\$
5.	<b>FINANCE</b>	\$

Approved by: \_\_\_\_\_  
 (PW Director)

Date: 3-8-2024

Approved by: \_\_\_\_\_  
 (City Manager)

Date: \_\_\_\_\_

Date Council Approved \_\_\_\_\_



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

INVOICE  
 Customer Copy

Payment will be applied to the oldest unpaid invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CITY OF GROVES	02/27/2024	5579	\$0.00	03/28/2024	\$5,200.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
LANDFILL MUN SER - WASTEWATER SLUDGE FOR THE MONTH OF - FEBRUARY 2024	1.00	\$5200.000000	EACH	\$5,200.00	\$0.00	\$0.00	\$5,200.00
<b>Invoice Total:</b>							<b>\$5,200.00</b>

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



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

**Invoice**  
 Remit Portion

Invoice Date	02/27/2024
Invoice Number	5579
Customer Number	300077
Amount Paid	
<b>Due Date</b>	<b>03/28/2024</b>
<b>Invoice Total Due</b>	<b>\$5,200.00</b>

CITY OF GROVES  
 3947 Lincoln Avenue  
 Groves, TX 77619

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

Feb. 2024			
		FUELMAN	
			VENDOR # 6725
		01-5-02-07-050	\$ -
		01-5-31-02-030	\$ 4,470.36
		01-5-32-02-030	\$ 1,053.60
		01-5-33-02-030	\$ -
		01-5-38-02-030	\$ 169.38
		01-5-41-02-030	\$ 33.66
		01-5-42-02-030	\$ 155.00
		01-5-44-02-030	\$ 1,669.67
		01-5-45-02-030	\$ -
		01-5-46-02-030	\$ 1,042.90
		05-5-55-02-030	\$ 6,586.15
		11-5-63-02-030	\$ 47.76
		11-5-64-02-030	\$ 46.17
		11-5-66-02-030	\$ -
		11-5-67-02-030	\$ 1,364.40
		11-5-68-02-030	\$ -
		<b>TOTAL</b>	\$ 16,639.05

KC  
03/12/24

PAID  
MAR 15 2024  
FINANCE



PO BOX 1239  
COVINGTON, LA 70434

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



CITY OF GROVES  
ATTN: JOHN SPIKES  
3947 LINCOLN AVE  
GROVES TX 77619-4604

Account Number: 217874

Please reference account # on all payments

Statement #	NP66067953
Statement Date	03/04/2024
Current Balance	\$16,639.05
<b>Amount Due on 04/03/2024</b>	<b>\$16,639.05</b>

Customer Statement Activity: 2/1/2024 - 2/29/2024

Previous Statement Balance	Payments & Credits	Purchases & Adjustments	Fees & Charges*	New Balance Due
\$16,300.17	(\$16,300.17)	\$16,639.05	\$1,951.94	\$16,639.05

Current Activity

\*Fees & Charges is included in Purchases & Adjustments

2/20/2024 PAYMENT: Lockbox Payment - Thank You	\$ (16,300.17)	<u>Fees</u>		
3/4/2024 Fleet # 228771 Name: CITY OF GROVES	\$ 16,639.05	Accelerator Rewards Elite	\$	558.00
		Extended Network Pricing	\$	39.00
		Fraud Protector Fee	\$	372.00
		Monthly Billing Cycle Fee	\$	279.00
		Regular Package Fee	\$	557.07
		Tax Exempt Filing Fee	\$	146.87

PAID  
MAR 15 2024  
FINANCE



PO BOX 1239  
COVINGTON, LA 70434

Provided By:  
Lafayette  
(800) 877-0800

CITY OF GROVES  
ATTN: JOHN SPIKES  
3947 LINCOLN AVE  
GROVES TX 77619

### FLEET MANAGEMENT REPORT

Account # 217874  
FLEET # 228771  
Name: CITY OF GROVES  
MATCHING STATEMENT # NP66067953  
Page: 1 of 19

#### FLEET MANAGEMENT REPORT FOR 2/1/2024 – 2/29/2024

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FED TAX	ST TAX	OTH TAX	OTH CHARGES	TOTAL
UE10	2,774.845	\$6,956.05	\$19.56	\$551.39	\$0.00		\$7,533.25
UDSL*	2,092.733	\$6,718.59	\$14.55	\$410.82	\$0.00		\$7,153.86
OTHER CHARGES						\$1,951.94	\$1,951.94
<b>Total</b>	<b>4,867.578</b>	<b>\$13,674.64</b>	<b>\$34.11</b>	<b>\$962.21</b>	<b>\$0.00</b>	<b>\$1,951.94</b>	<b>\$16,639.05</b>
						Tax Exempt Filing Fee	\$146.87
						Extended Network Pricing	\$39.00
						Fraud Protector Fee	\$372.00
						Accelerator Rewards Elite	\$558.00
						Regular Package Fee	\$557.07
						Monthly Billing Cycle Fee	\$279.00
						<b>Report Total</b>	<b>\$16,639.05</b>

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

TOTAL MILES: 32,428

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

#### DEPARTMENTAL SUMMARIES

DEPARTMENT NAME	DEPT NUM	QTY	BASE PRICE	FED TAXES	STATE TAXES	LOCAL TAXES	MAINT/OTH (Non-Fuel)	EXTENDED TOTAL	EXCEPT COUNT
No Department	0	2,212.345	6,131.40	15.36	432.45	0.00	0.00	6,591.67	0
25 - PARKS & RECREATION	724280	64.616	155.62	0.45	12.97	0.00	0.00	169.04	1
31 - POLICE DEPARTMENT	724301	796.368	1,966.51	5.70	159.96	0.00	0.00	2,132.17	3
32 - FIRE DEPARTMENT	724303	309.885	853.82	2.09	58.68	0.00	0.00	918.28	3
42 - GARBAGE	724278	434.677	1,395.18	3.06	87.34	0.00	0.00	1,485.58	0
44 - STREET DEPARTMENT	724281	90.830	296.70	0.64	18.25	0.00	0.00	315.59	3
46-FACILITIES MAINTENANCE	989365	61.598	151.48	0.45	12.38	0.00	0.00	164.31	1
55 - SOLIDWASTE DEPARTMENT	724297	610.428	1,982.55	4.34	122.59	0.00	0.00	2,109.48	2
63- WATER PLANT	983388	16.116	38.82	0.11	3.23	0.00	0.00	42.16	0
64 - WASTEWATER PLANT	724298	15.005	37.63	0.11	3.01	0.00	0.00	40.75	0
67 - WATER DISTRIBUTION	724299	181.885	479.77	1.28	36.52	0.00	0.00	517.57	2
Garage	1256811	73.825	185.16	0.52	14.83	0.00	0.00	200.51	0

#### EXCEPTION CODES:

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

PAID  
MAR 15 2024  
FINANCE

## FLEET MANAGEMENT REPORT

Account # **217874**  
 FLEET # **228771**  
 Name: **CITY OF GROVES**  
 MATCHING STATEMENT # **NP66067953**  
 Page: **3 of 19**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>59 – 2021 Freightliner</b>											
02/01	14:19	556741	WOODS CLIN	29918	3.9	UDSL*	17.289	3.14710	0.20797	\$58.02	
02/05	13:15	556741	WOODS CLIN	30001	3.7	UDSL*	22.571	3.14870	0.20797	\$75.76	
02/06	14:22	556741	WOODS CLIN	30080	3.9	UDSL*	20.124	3.14800	0.20797	\$67.53	
02/07	14:35	556741	WOODS CLIN	30142	3.3	UDSL*	18.769	3.14770	0.20797	\$62.99	
02/08	13:24	556741	WOODS CLIN	30200	3.7	UDSL*	15.541	3.14780	0.20797	\$52.15	
02/12	13:31	556741	WOODS CLIN	30263	3.8	UDSL*	16.739	3.14710	0.20797	\$56.17	
02/13	15:07	556741	WOODS CLIN	30361	4.5	UDSL*	21.773	3.24810	0.20797	\$75.25	
02/14	12:50	556741	WOODS CLIN	30412	3.7	UDSL*	13.642	3.24810	0.20797	\$47.14	
02/15	13:27	556741	WOODS CLIN	30476	3.9	UDSL*	16.257	3.24850	0.20797	\$56.19	
02/21	13:44	556741	WOODS CLIN	30598	3.7	UDSL*	32.882	3.24800	0.20797	\$113.64	
02/22	14:47	556741	Matthew Mc	30684	3.6	UDSL*	24.136	3.24790	0.20797	\$83.41	
02/23	14:18	556741	Matthew Mc	30760	3.7	UDSL*	20.298	3.24810	0.20797	\$70.15	
02/26	12:52	556741	WOODS CLIN	30823	3.3	UDSL*	18.855	3.24790	0.20797	\$65.17	
02/28	10:46	556741	WOODS CLIN	30956	4.1	UDSL*	32.538	3.24760	0.20797	\$112.44	
02/29	12:28	556741	WOODS CLIN	31027	3.9	UDSL*	18.225	3.24720	0.20797	\$62.98	
				<b>Miles:</b>	<b>1176</b>	<b>3.8</b>	<b>309.639</b>			<b>\$1058.99</b>	
<b>63 – 2008 FORD RANGER</b>											
02/05	11:48	556741	Nick Tran	119443	14.0	UE10	10.459	2.40940	0.20797	\$27.37	
02/08	08:58	556613	Nick Tran	119583	13.0	UE10	10.768	2.40900	0.20797	\$28.17	
02/14	06:55	556613	Nick Tran	119733	14.6	UE10	10.296	2.50870	0.20797	\$27.97	
02/16	14:06	556613	Nick Tran	119848	11.2	UE10	10.247	2.50710	0.20797	\$27.82	
02/27	08:48	556613	Nick Tran	119985	11.6	UE10	11.817	2.50910	0.20797	\$32.10	
02/29	10:59	556741	Nick Tran	120135	14.3	UE10	10.482	2.50810	0.20797	\$28.47	
				<b>Miles:</b>	<b>838</b>	<b>13.1</b>	<b>64.069</b>			<b>\$171.90</b>	
<b>72 – 2001 FORD F150 PU</b>											
02/08	08:33	556613	MAYEA, ADA	60900	12.9	UE10	22.601	2.40790	0.20797	\$59.12	
				<b>Miles:</b>	<b>292</b>	<b>12.9</b>	<b>22.601</b>			<b>\$59.12</b>	
<b>91 – 2008 F250 SUPER DUTY</b>											
02/21	12:43	927808	BREAUX, JO	85270	10.7	UE10	10.692	2.60850	0.20797	\$30.11	
				<b>Miles:</b>	<b>114</b>	<b>10.7</b>	<b>10.692</b>			<b>\$30.11</b>	
<b>E6 – 05 PERICE</b>											
02/02	10:13	556741	Cole White	119940	2.6	UDSL*	35.807	3.14800	0.20797	\$120.17	
				<b>Miles:</b>	<b>92</b>	<b>2.6</b>	<b>35.807</b>			<b>\$120.17</b>	
<b>MOWER – 04 TORO MOWER</b>											
02/01	07:59	556613	Garrett Hi	1239	0.8	UE10	16.709	2.40770	0.20797	\$43.71	
02/07	12:18	556613	Garrett Hi	1242	0.2	UE10	15.919	2.40910	0.20797	\$41.65	
02/22	07:25	556613	Garrett Hi	1250	0.3	UE10	28.922	2.50780	0.20797	\$78.55	
				<b>Miles:</b>	<b>24</b>	<b>.4</b>	<b>61.550</b>			<b>\$163.91</b>	
<b>RESCUE – RESCUE</b>											
02/02	10:33	556741	Daniel Cal	24165	3.6	UDSL*	11.779	3.14800	0.20797	\$39.53	
				<b>Miles:</b>	<b>42</b>	<b>3.6</b>	<b>11.779</b>			<b>\$39.53</b>	
<b>Street Dpt – 1999 F350 Dully WHite</b>											
02/05	11:20	556613	MOORE, DAR	78909	10.1	UE10	18.460	2.40790	0.20797	\$48.29	
02/15	09:05	556613	MOORE, DAR	79147	11.5	UE10	20.704	2.50820	0.20797	\$56.23	
02/26	09:39	556613	MOORE, DAR	79372	11.2	UE10	20.069	2.50840	0.20797	\$54.51	
				<b>Miles:</b>	<b>650</b>	<b>10.9</b>	<b>59.233</b>			<b>\$159.03</b>	
<b>Unit 1 – 2011 Crown Victoria</b>											
02/28	09:26	556613	DAVID HANC	128736	2.5	UE10	17.058	2.50850	0.20797	\$46.34	
				<b>Miles:</b>	<b>43</b>	<b>2.5</b>	<b>17.058</b>			<b>\$46.34</b>	
<b>unit 10 – 2017 Ford Explorer</b>											
02/29	06:03	556613	Justin Jus	90836	3.8	UE10	5.722	2.50960	0.20797	\$15.54	
				<b>Miles:</b>	<b>22</b>	<b>3.8</b>	<b>5.722</b>			<b>\$15.54</b>	

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PO BOX 1239  
COVINGTON, LA 70434

### FLEET MANAGEMENT REPORT

Account # 217874  
FLEET # 228771  
Name: CITY OF GROVES  
MATCHING STATEMENT # NP66067953  
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DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>Unit 11 – 2017 Ford Explorer</b>											
02/05	15:56	556741	Richard Po	73536	8.9	UE10	8.563	2.40800	0.20797	\$22.40	
02/06	13:54	556741	Richard Po	73603	9.1	UE10	7.346	2.40680	0.20797	\$19.22	
02/12	17:04	556741	Richard Po	73716	9.2	UE10	12.277	2.40780	0.20797	\$32.12	
02/13	16:55	556741	Richard Po	73809	9.3	UE10	10.030	2.50650	0.20797	\$27.23	
02/21	10:14	556741	Richard Po	73906	7.5	UE10	12.902	2.50810	0.20797	\$35.04	
02/23	17:03	556741	Richard Po	74030	8.3	UE10	14.952	2.50870	0.20797	\$40.61	
02/24	16:19	556741	Richard Po	74097	8.9	UE10	7.538	2.50600	0.20797	\$20.47	
02/25	17:28	556741	Richard Po	74152	7.1	UE10	7.799	2.50670	0.20797	\$21.18	
02/27	12:34	556741	Richard Po	74256	7.2	UE10	14.367	2.50850	0.20797	\$39.02	
<b>Miles:</b>				<b>796</b>	<b>8.4</b>		<b>95.774</b>			<b>\$257.29</b>	<b>31</b>
<b>Unit 12 – 2015 Explorer</b>											
02/01	11:27	927808	PHILLIPS,	122518	9.8	UE10	15.455	2.50860	0.20797	\$41.98	
02/12	11:12	927808	PHILLIPS,	122609	6.3	UE10	14.538	2.50790	0.20797	\$39.48	
02/22	12:17	927808	PHILLIPS,	122770	10.6	UE10	15.190	2.60830	0.20797	\$42.78	
<b>Miles:</b>				<b>403</b>	<b>8.9</b>		<b>45.183</b>			<b>\$124.24</b>	<b>31</b>
<b>UNIT 12 – 2020 Ford Explorer</b>											
02/02	10:02	556613	DAVID HANC	24276	0.0	UE10	12.289	2.40780	0.20797	\$32.15	
02/03	17:24	556741	DAVID HANC	24325	5.8	UE10	8.417	2.40820	0.20797	\$22.02	
02/08	17:27	556613	Justin Wil	24403	7.0	UE10	11.105	2.40880	0.20797	\$29.05	
02/12	13:33	556741	DAVID HANC	24466	5.2	UE10	12.126	2.40720	0.20797	\$31.72	
02/15	14:25	556613	DAVID HANC	24544	7.7	UE10	10.196	2.50790	0.20797	\$27.69	
02/17	12:32	556741	DAVID HANC	24583	4.3	UE10	9.056	2.50770	0.20797	\$24.60	
02/21	08:05	402759	DAVID HANC	24637	5.5	UE10	9.832	2.60680	0.20797	\$27.68	
02/23	06:54	402759	DAVID HANC	24681	4.3	UE10	10.248	2.60730	0.20797	\$28.85	
02/25	02:39	556741	DAVID HANC	24766	8.4	UE10	10.152	2.50890	0.20797	\$27.58	
02/29	10:31	556741	DAVID HANC	24839	7.7	UE10	9.542	2.50680	0.20797	\$25.91	
<b>Miles:</b>				<b>563</b>	<b>6.2</b>		<b>102.963</b>			<b>\$277.25</b>	<b>31</b>
<b>UNIT 2 – 2006 CROWN VIC</b>											
02/22	12:52	556613	JOHN, HUDS	151222	11.7	UE10	20.006	2.50830	0.20797	\$54.34	
<b>Miles:</b>				<b>234</b>	<b>11.7</b>		<b>20.006</b>			<b>\$54.34</b>	<b>31</b>
<b>UNIT 4 – 2020 FORD EXPLORER</b>											
02/05	08:20	556613	STEVEN DOD	52625	8.5	UE10	7.392	2.40670	0.20797	\$19.34	
02/06	08:10	556613	STEVEN DOD	52676	8.3	UE10	6.179	2.40820	0.20797	\$16.17	
02/09	07:25	556613	STEVEN DOD	52726	7.7	UE10	6.515	2.40680	0.20797	\$17.04	
02/10	14:57	556613	STEVEN DOD	52823	7.9	UE10	12.260	2.40870	0.20797	\$32.08	
02/15	19:31	556613	STEVEN DOD	52901	9.7	UE10	8.027	2.50650	0.20797	\$21.80	
02/18	02:34	556613	STEVEN DOD	53055	11.8	UE10	13.094	2.50800	0.20797	\$35.56	
02/25	07:19	556613	STEVEN DOD	53156	8.5	UE10	11.921	2.50820	0.20797	\$32.38	
02/26	06:13	556613	STEVEN DOD	53204	6.9	UE10	6.995	2.50750	0.20797	\$19.00	
02/27	07:02	556613	STEVEN DOD	53254	7.5	UE10	6.696	2.50600	0.20797	\$18.18	
02/28	15:51	556741	Justin Jus	53328	5.8	UE10	12.731	2.50730	0.20797	\$34.57	
<b>Miles:</b>				<b>766</b>	<b>8.3</b>		<b>91.810</b>			<b>\$246.12</b>	<b>31</b>
<b>Unit 42 – 2017 Mack Garbage Truck</b>											
02/01	12:27	556741	Matthew Mc	63940	2.7	UDSL*	49.542	3.14800	0.20797	\$166.26	
02/12	13:40	556741	Matthew Mc	14148	0.0	UDSL*	50.014	3.14810	0.20797	\$167.85	11
02/15	12:37	556741	Matthew Mc	64078	0.0	UDSL*	50.014	3.24810	0.20797	\$172.85	
<b>Miles:</b>				<b>132</b>	<b>2.7</b>		<b>149.570</b>			<b>\$506.96</b>	<b>55</b>
<b>Unit 48 – 2010 Limb Picker</b>											
02/01	08:10	556741	PATE, WAYN	145607	54.7	UDSL*	46.266	3.14790	0.20797	\$155.27	
02/06	09:00	556613	PATE, WAYN	145765	3.5	UDSL*	45.016	3.14800	0.20797	\$151.07	
02/08	10:44	556741	PATE, WAYN	145930	3.8	UDSL*	43.347	3.14810	0.20797	\$145.47	
02/28	11:54	556741	Matthew Mc	146098	4.7	UDSL*	36.041	3.24770	0.20797	\$124.55	
<b>Miles:</b>				<b>3021</b>	<b>16.7</b>		<b>170.670</b>			<b>\$576.36</b>	<b>55</b>

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### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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#### SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
324401	Fastbreak 3	852 Magnolia	Port Neches	TX
402759	Yogi Exxon	6101 Gulfway Dr	Groves	TX
556613	Express Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Express Mart #26	5410 W Parkway St	Groves	TX
927808	B&b Mini Mart #2	3301 Cleveland Ave	Groves	TX

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# FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 25 - PARKS & RECREATION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>Dodge13 – 2001 Dodge Pick-Up</b>											
02/01	07:31	556613	SAWYER GRE	78387	2.3	UE10	24.270	2.40830	0.20797	\$63.49	
02/07	07:31	556613	Corey Burt	78216	0.0	UE10	24.789	2.40830	0.20797	\$64.85	11
02/12	07:13	556613	Kolby Schu	78666	28.9	UE10	15.557	2.40860	0.20797	\$40.70	
<b>Miles:</b>				<b>506</b>	<b>15.6</b>		<b>64.616</b>			<b>\$169.04</b>	607
<b>Department: 25 - PARKS &amp; RECREATION</b>						<b>UE10</b>	<b>64.616</b>			<b>\$169.04</b>	
<b>Department Totals -</b>							<b>64.616</b>			<b>\$169.04</b>	

**SITE LEGEND**

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

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# FLEET MANAGEMENT REPORT

Account # 217874  
FLEET # 228771  
Name: CITY OF GROVES  
MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 31 - POLICE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>1 – 05 FORD EXPEDITION</b>											
02/01	07:54	556613	Garrett Hi	111771	8.2	UE10	16.125	2.40810	0.20797	\$42.18	
02/07	12:13	556613	Garrett Hi	111883	7.4	UE10	15.190	2.40820	0.20797	\$39.74	
02/14	08:05	556613	Garrett Hi	111990	7.2	UE10	14.867	2.50890	0.20797	\$40.38	
02/22	07:21	556613	Garrett Hi	112159	9.0	UE10	18.848	2.50740	0.20797	\$51.19	
02/29	07:59	556613	Garrett Hi	112277	7.8	UE10	15.069	2.50850	0.20797	\$40.93	
				<b>Miles:</b>	<b>639</b>	<b>7.9</b>	<b>80.099</b>			<b>\$214.42</b>	46
<b>UNIT 01 – 2020 FORD EXPLORER</b>											
02/01	06:19	556741	Macie Berg	51029	9.2	UE10	7.826	2.40610	0.20797	\$20.47	
02/02	06:32	556741	Macie Berg	51110	11.0	UE10	7.340	2.40600	0.20797	\$19.20	
02/03	09:40	556741	Macie Berg	51256	9.8	UE10	14.835	2.40850	0.20797	\$38.81	
02/04	16:52	556741	Macie Berg	51446	16.0	UE10	11.912	2.40770	0.20797	\$31.16	
02/08	15:47	556741	Macie Berg	51619	11.9	UE10	14.544	2.40790	0.20797	\$38.04	
02/12	06:13	556741	Macie Berg	51729	12.2	UE10	9.007	2.40700	0.20797	\$23.56	
02/13	02:55	556613	RUDY GUERR	51881	12.8	UE10	11.853	2.40870	0.20797	\$31.01	
02/15	06:01	556741	Macie Berg	51980	12.1	UE10	8.158	2.50800	0.20797	\$22.16	
02/17	07:47	556741	Macie Berg	52152	12.4	UE10	13.927	2.50740	0.20797	\$37.82	
02/18	14:19	556741	Macie Berg	52330	14.2	UE10	12.560	2.50880	0.20797	\$34.12	
02/19	17:15	556741	Macie Berg	52446	12.9	UE10	8.984	2.50780	0.20797	\$24.41	
02/20	16:59	556613	Alex Ferre	52400	0.0	UE10	6.254	2.50720	0.20797	\$16.99	11
02/21	16:47	556613	Justin Wil	52569	24.1	UE10	6.998	2.50790	0.20797	\$19.01	
02/28	06:12	556613	Justin Wil	52655	8.7	UE10	9.843	2.50740	0.20797	\$26.73	
02/29	06:19	556613	Justin Wil	52747	12.0	UE10	7.654	2.50720	0.20797	\$20.79	
				<b>Miles:</b>	<b>1836</b>	<b>12.8</b>	<b>151.695</b>			<b>\$404.28</b>	31
<b>UNIT 09 – 2020 FORD EXPLORER</b>											
02/03	01:04	402759	Justin Wil	64948	18.8	UE10	11.626	2.45740	0.20797	\$30.99	
02/04	22:27	402759	ALEX THIBO	65050	7.1	UE10	14.408	2.45840	0.20797	\$38.41	
02/07	02:49	402759	RUDY GUERR	65222	11.4	UE10	15.044	2.45810	0.20797	\$40.11	
02/10	00:18	556613	RUDY GUERR	65408	13.9	UE10	13.386	2.40850	0.20797	\$35.02	
02/14	22:09	402759	ALEX THIBO	65565	10.2	UE10	15.378	2.60830	0.20797	\$43.31	
02/19	03:47	556613	RUDY GUERR	65172	0.0	UE10	14.395	2.50850	0.20797	\$39.10	
02/21	21:46	402759	ALEX THIBO	65906	0.0	UE10	15.254	2.60850	0.20797	\$42.96	
02/23	23:43	556613	RUDY GUERR	65656	0.0	UE10	12.261	2.50880	0.20797	\$33.31	
02/27	01:45	402759	RUDY GUERR	66209	42.2	UE10	13.101	2.60820	0.20797	\$36.89	
				<b>Miles:</b>	<b>1389</b>	<b>17.3</b>	<b>124.853</b>			<b>\$340.10</b>	31
<b>Unit 5 – 2023 Explorer</b>											
02/01	05:52	556613	Justin Jus	2891	0.0	UE10	9.744	2.40760	0.20797	\$25.49	
02/01	16:46	556741	Justin Jus	2970	10.0	UE10	7.909	2.40740	0.20797	\$20.69	
02/03	05:47	556741	Justin Jus	3022	6.5	UE10	8.006	2.40690	0.20797	\$20.94	
02/04	08:06	556741	Justin Jus	3117	9.1	UE10	10.384	2.40850	0.20797	\$27.17	
02/04	16:57	556741	Justin Jus	3170	9.7	UE10	5.479	2.40920	0.20797	\$14.34	
02/11	18:48	556613	Justin Jus	3253	7.2	UE10	11.516	2.40800	0.20797	\$30.12	
02/12	02:05	402759	Justin Jus	3310	11.2	UE10	5.105	2.45840	0.20797	\$13.61	
02/14	17:04	556613	Justin Jus	3383	6.4	UE10	11.442	2.50830	0.20797	\$31.08	
02/16	12:43	556613	Justin Jus	3434	4.8	UE10	10.673	2.50910	0.20797	\$28.99	
02/18	06:34	556613	Justin Jus	3526	8.0	UE10	11.537	2.50760	0.20797	\$31.33	
				<b>Miles:</b>	<b>635</b>	<b>8.1</b>	<b>91.795</b>			<b>\$243.76</b>	31
<b>Unit 6 – 22 Explorer</b>											
02/01	02:12	402759	Jennifer M	19255	11.7	UE10	14.235	2.40750	0.20797	\$37.23	
02/02	22:22	556613	Jennifer M	19471	12.7	UE10	17.041	2.40710	0.20797	\$44.57	
02/04	03:33	556613	Jennifer M	19608	10.7	UE10	12.820	2.40800	0.20797	\$33.53	
02/05	17:56	556613	Laranda Pi	19679	8.5	UE10	8.320	2.40870	0.20797	\$21.77	
02/06	22:43	556613	Laranda Pi	19807	11.4	UE10	11.229	2.40890	0.20797	\$29.38	
02/08	17:57	556613	Laranda Pi	20009	13.8	UE10	14.640	2.40780	0.20797	\$38.29	
02/09	04:08	402759	Laranda Pi	20138	14.9	UE10	8.629	2.45680	0.20797	\$23.00	
02/10	13:56	402759	Jennifer M	20319	12.2	UE10	14.845	2.45810	0.20797	\$39.57	
02/11	15:12	556613	Jennifer M	20472	9.6	UE10	15.925	2.40820	0.20797	\$41.66	

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### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 32 - FIRE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>2022 F150 – Unit 103</b>											
02/01	08:03	556613	JUSTIN TRE	13007	12.4	UE10	18.450	2.40810	0.20797	\$48.27	
02/06	15:40	556613	Steven Esq	11109	0.0	UE10	9.236	2.40690	0.20797	\$24.16	11
02/14	08:05	556613	JUSTIN TRE	13287	0.0	UE10	16.076	2.50870	0.20797	\$43.67	
02/21	12:31	556613	Jared Grai	24171	0.0	UE10	16.080	2.50870	0.20797	\$43.68	
02/27	09:21	556613	Steven Esq	13589	0.0	UE10	11.871	2.50950	0.20797	\$32.25	11
<b>Miles:</b>				<b>228</b>	<b>12.4</b>		<b>71.713</b>			<b>\$192.03</b>	<b>46</b>
<b>2022 F250 – Rescue 37</b>											
02/02	10:31	556741	Cole White	8403	7.1	UE10	17.713	2.40780	0.20797	\$46.34	
02/06	08:09	556741	Cole White	8481	5.8	UE10	13.422	2.40870	0.20797	\$35.11	
02/11	11:15	556741	SHEPPARD,	8583	6.0	UE10	16.888	2.40760	0.20797	\$44.18	
02/15	14:35	556613	HADEN GROV	8665	6.9	UE10	11.899	2.50860	0.20797	\$32.32	
02/22	10:27	556741	Daniel Cal	8764	5.8	UE10	17.111	2.50770	0.20797	\$46.47	
02/26	15:58	556741	SHEPPARD,	8864	5.9	UE10	16.822	2.50740	0.20797	\$45.68	32
<b>Miles:</b>				<b>587</b>	<b>6.3</b>		<b>93.855</b>			<b>\$250.10</b>	
<b>Unit 1 – 2012 F150 XLt pick up truck</b>											
02/08	07:14	556741	BILLEAUD,	58904	13.6	UE10	18.080	2.40760	0.20797	\$47.30	
<b>Miles:</b>				<b>246</b>	<b>13.6</b>		<b>18.080</b>			<b>\$47.30</b>	<b>32</b>
<b>UNIT# 3 – 2012 PIERCE PUMPER</b>											
02/05	09:39	556741	Ryan Willi	18709	0.0	UDSL*	28.963	3.14780	0.20797	\$97.20	11
02/17	10:24	556741	Cole White	18741	1.4	UDSL*	23.238	3.24770	0.20797	\$80.30	
<b>Miles:</b>				<b>32</b>	<b>1.4</b>		<b>52.201</b>			<b>\$177.50</b>	<b>32</b>
<b>UNIT# 5 – 2012 PIERCE PUMPER</b>											
02/01	19:41	556741	TRAHAN, C.	23802	4.3	UDSL*	22.864	3.14820	0.20797	\$76.73	
02/10	14:36	556741	Daniel Cal	23837	1.6	UDSL*	22.250	3.14790	0.20797	\$74.67	
02/23	15:32	556613	SHEPPARD,	23882	1.6	UDSL*	28.922	3.24770	0.20797	\$99.95	
<b>Miles:</b>				<b>179</b>	<b>2.5</b>		<b>74.036</b>			<b>\$251.35</b>	<b>32</b>

Department: 32 - FIRE DEPARTMENT

UE10 183.648 \$489.43  
 UDSL\* 126.237 \$428.85  
 Department Totals - 309.885 \$918.28

**SITE LEGEND**

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

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PO BOX 1239  
COVINGTON, LA 70434

# FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 42 - GARBAGE

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>Unit 45 – 2023 Autocar</b>											
02/01	13:15	556741	Brandan Ch	8466	0.0	UDSL*	25.323	3.14850	0.20797	\$84.99	
02/05	13:33	556741	Brandan Ch	8543	2.5	UDSL*	31.081	3.14790	0.20797	\$104.31	
02/06	14:25	556741	Brandan Ch	8621	2.7	UDSL*	29.014	3.14780	0.20797	\$97.37	
02/07	13:07	556741	Brandan Ch	8696	2.7	UDSL*	28.222	3.14830	0.20797	\$94.71	
02/08	12:31	556613	Brandan Ch	8746	2.1	UDSL*	23.429	3.14820	0.20797	\$78.63	
02/12	13:12	556741	Brandan Ch	8823	2.6	UDSL*	29.452	3.14780	0.20797	\$98.84	
02/13	12:28	556741	Brandan Ch	8894	2.9	UDSL*	24.426	3.24780	0.20797	\$84.41	
02/14	12:04	556741	Brandan Ch	8946	2.1	UDSL*	24.482	3.24810	0.20797	\$84.61	
02/20	12:09	556741	Brandan Ch	9019	2.8	UDSL*	25.943	3.24830	0.20797	\$89.66	
02/21	13:31	556741	Brandan Ch	9106	2.7	UDSL*	32.185	3.24780	0.20797	\$111.23	
02/22	12:47	556741	Brandan Ch	9183	2.5	UDSL*	31.235	3.24760	0.20797	\$107.94	
02/23	12:05	556741	Brandan Ch	9252	2.8	UDSL*	25.049	3.24760	0.20797	\$86.56	
02/26	12:49	556741	Brandan Ch	9328	2.7	UDSL*	28.077	3.24820	0.20797	\$97.04	
02/27	13:46	556613	Matthew Mc	9406	3.0	UDSL*	25.794	3.24800	0.20797	\$89.14	
02/28	12:43	556741	Brandan Ch	9480	2.4	UDSL*	30.381	3.24810	0.20797	\$105.00	
02/29	11:39	556741	Brandan Ch	9527	2.3	UDSL*	20.584	3.24820	0.20797	\$71.14	
				<b>Miles:</b>	<b>1061</b>	<b>2.6</b>		<b>434.677</b>		<b>\$1485.58</b>	<i>55</i>

Department: 42 - GARBAGE

UDSL\* 434.677  
 Department Totals - 434.677  
 \$1,485.58

**SITE LEGEND**

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

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### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 44 - STREET DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>23 – 2007 F650 DUMP</b>											
02/01	10:50	927808	Julian Mel	36737	3.4	UE10	15.598	3.30880	0.20797	\$54.85	3
02/15	14:06	927808	Julian Mel	36746	1.9	UE10	4.675	3.50800	0.20797	\$17.37	3
			<b>Miles:</b>	<b>62</b>	<b>2.7</b>		<b>20.273</b>			<b>\$72.22</b>	<b>44</b>
<b>31 – 2010 F650 DUMP TRUCK</b>											
02/06	12:44	927808	Julian Mel	39488	5.9	UE10	25.249	3.30790	0.20797	\$88.77	3
02/16	11:39	556613	STEVEN PAP	39553	2.6	UDSL*	25.378	3.24810	0.20797	\$87.71	
			<b>Miles:</b>	<b>214</b>	<b>4.3</b>		<b>50.627</b>			<b>\$176.48</b>	<b>44</b>
<b>BT19 – 1987 Bucket Truck</b>											
02/09	08:03	556613	JUSTIN TRE	130374	0.0	UDSL*	19.930	3.14800	0.20797	\$66.89	
			<b>Miles:</b>	<b>-----</b>			<b>19.930</b>			<b>\$66.89</b>	<b>40</b>
<b>Department: 44 - STREET DEPARTMENT</b>						<b>UE10</b>	<b>45.522</b>			<b>\$160.99</b>	
						<b>UDSL*</b>	<b>45.308</b>			<b>\$154.60</b>	
<b>Department Totals -</b>							<b>90.830</b>			<b>\$315.59</b>	

**SITE LEGEND**

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

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PO BOX 1239  
COVINGTON, LA 70434

### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 46-FACILITIES MAINTENANCE

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>17 – 05 FORD EXPEDITION</b>											
02/01	07:54	556613	MOBLEY, MI	114778	71.8	UE10	9.632	2.40760	0.20797	\$25.20	
02/07	08:19	556741	MOBLEY, MI	114316	0.0	UE10	11.448	2.40830	0.20797	\$29.95	11
02/09	08:01	556613	MOBLEY, MI	114436	13.1	UE10	9.151	2.40850	0.20797	\$23.95	
02/15	08:19	556613	MOBLEY, MI	114591	11.7	UE10	13.253	2.50890	0.20797	\$36.00	
02/20	09:05	324401	MOBLEY, MI	114720	14.6	UE10	8.862	2.50730	0.20797	\$24.07	
02/28	08:03	556613	MOBLEY, MI	114834	12.3	UE10	9.252	2.50870	0.20797	\$25.14	
				<b>Miles:</b>	<b>1210</b>	<b>24.7</b>	<b>61.598</b>			<b>\$164.31</b>	<b>46</b>
Department: 46-FACILITIES MAINTENANCE						UE10	61.598			\$164.31	
						Department Totals -	61.598			\$164.31	

**SITE LEGEND**

SITE #	SITE NAME	ADDRESS	CITY	STATE
324401	Fastbreak 3	852 Magnolia	Port Neches	TX
556613	Exppress Mart #27	3911 Pure Atlantic Rd	Groves	TX
556741	Exppress Mart #26	5410 W Parkway St	Groves	TX

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# FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
 Page: 14 of 19

**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 55 - SOLIDWASTE DEPARTMENT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>Unit 44 – 2023 Autocar</b>											
02/05	10:06	556741	BULLOCK M	13867	2.1	UDSL*	19.654	3.14800	0.20797	\$65.96	
02/06	08:20	927808	BULLOCK M	13932	2.6	UE10	25.091	3.30800	0.20797	\$88.22	3
02/07	10:38	556741	BULLOCK M	14016	1.9	UDSL*	43.197	3.14810	0.20797	\$144.97	
02/13	12:05	556741	BULLOCK M	14224	6.2	UDSL*	33.300	3.24840	0.20797	\$115.09	
02/15	08:26	556741	BULLOCK M	14285	1.7	UDSL*	35.961	3.24800	0.20797	\$124.28	
02/15	12:43	556741	BULLOCK M	14343	2.7	UDSL*	21.198	3.24840	0.20797	\$73.26	
02/20	13:53	556741	BULLOCK M	14417	2.6	UDSL*	28.148	3.24780	0.20797	\$97.27	
02/21	13:50	556741	BULLOCK M	14494	2.1	UDSL*	37.099	3.24780	0.20797	\$128.21	
02/26	08:25	556741	BULLOCK M	14549	1.7	UDSL*	33.016	3.24810	0.20797	\$114.10	
02/27	08:30	927808	BULLOCK M	14623	2.7	UE10	27.003	3.50780	0.20797	\$100.34	3
02/28	11:02	556741	BULLOCK M	14711	2.2	UDSL*	39.911	3.24820	0.20797	\$137.93	
02/29	09:07	556741	BULLOCK M	14758	1.7	UDSL*	27.918	3.24840	0.20797	\$96.49	
				<b>Miles:</b>	<b>933</b>	<b>2.5</b>	<b>371.496</b>			<b>\$1286.12</b>	55

<b>UNIT 47 – 2021 FREIGHTLINER</b>											
02/12	09:49	556741	PATE, WAYN	42445	2.5	UDSL*	23.748	3.14810	0.20797	\$79.69	
02/13	11:26	556613	PATE, WAYN	42549	3.8	UDSL*	27.304	3.24820	0.20797	\$94.37	
02/15	07:48	556741	PATE, WAYN	42670	3.8	UDSL*	31.554	3.24780	0.20797	\$109.05	
02/20	15:08	556613	Matthew Mc	42781	4.1	UDSL*	27.144	3.24750	0.20797	\$93.80	
02/21	15:09	556613	Matthew Mc	42857	3.6	UDSL*	21.244	3.24850	0.20797	\$73.42	
02/23	07:29	556741	PATE, WAYN	42934	2.9	UDSL*	26.456	3.24800	0.20797	\$91.44	
02/26	09:22	556741	PATE, WAYN	43011	3.2	UDSL*	24.438	3.24780	0.20797	\$84.45	
02/27	11:02	556741	PATE, WAYN	43111	3.6	UDSL*	27.797	3.24820	0.20797	\$96.07	
02/28	14:25	556741	PATE, WAYN	43208	3.3	UDSL*	29.247	3.24750	0.20797	\$101.07	
				<b>Miles:</b>	<b>823</b>	<b>3.4</b>	<b>238.932</b>			<b>\$823.36</b>	55

Department: 55 - SOLIDWASTE DEPARTMENT

UE10 52.094 \$188.56  
 UDSL\* 558.334 \$1,920.92  
 Department Totals - 610.428 \$2,109.48

**SITE LEGEND**

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

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PO BOX 1239  
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### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
 Page: 15 of 19

**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 63- WATER PLANT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>UNIT100 – 2015 F100</b>											
02/09	11:05	556613	MOLBERT D	36385	13.5	UE10	16.116	2.40880	0.20797	\$42.16	
				Miles: 218	13.5		16.116			\$42.16	63
Department: 63- WATER PLANT						UE10	16.116			\$42.16	
Department Totals -							16.116			\$42.16	

**SITE LEGEND**

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

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### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
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**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 64 - WASTEWATER PLANT

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>101 – 2019 Ford F150</b>											
02/12	12:20	927808	COBY DOUCE	26316	11.9	UE10	15.005	2.50780	0.20797	\$40.75	
			Miles:	179	11.9		15.005			\$40.75	64
Department: 64 - WASTEWATER PLANT						UE10	15.005			\$40.75	
Department Totals -							15.005			\$40.75	

**SITE LEGEND**

SITE #	SITE NAME	ADDRESS	CITY	STATE
927808	B&b Mini Mart #2	3301 Cleveland Ave	Groves	TX

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COVINGTON, LA 70434

### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
 Page: 17 of 19

**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: 67 - WATER DISTRIBUTION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>34 – FLATBED</b>											
02/02	14:20	556613	Julian Mel	65878	6.8	UDSL*	16.575	3.14810	0.20797	\$55.63	
				Miles:	112	6.8	16.575			\$55.63	44
<b>58 – 2012 Ford F350</b>											
02/15	11:54	556613	SAWYER GRE	78819	0.0	UE10	19.557	2.50810	0.20797	\$53.12	
02/29	08:16	556613	Kolby Schu	79024	7.2	UE10	28.540	2.50810	0.20797	\$77.51	
				Miles:	205	7.2	48.097			\$130.63	67
<b>Komatsu 35 – 67</b>											
02/02	07:24	556613	Corey Burt	250	0.0	UDSL*	6.171	3.14860	0.20797	\$20.71	
02/09	07:19	556613	Anthony Gr	4976	0.0	UDSL*	5.515	3.14960	0.20797	\$18.51	
02/16	07:21	556613	Kolby Schu	4982	1.2	UDSL*	4.948	3.24980	0.20797	\$17.10	
02/27	07:11	556613	Corey Burt	200	0.0	UDSL*	5.081	3.24940	0.20797	\$17.57	11
				Miles:	6	1.2	21.715			\$73.89	67
<b>TB216 – taKEUCHI</b>											
02/15	12:00	556613	SAWYER GRE	500	1.8	UDSL*	3.413	3.24930	0.20797	\$11.79	
				Miles:	6	1.8	3.413			\$11.79	67
<b>Unit57 – 2009 F150</b>											
02/05	09:54	556613	Adrian And	73004	11.0	UE10	22.801	2.40820	0.20797	\$59.65	
02/08	14:09	556613	SAWYER GRE	73218	9.7	UE10	22.052	2.40790	0.20797	\$57.69	
02/15	12:09	556613	Nick Potte	37446	0.0	UE10	22.289	2.50800	0.20797	\$60.54	11
02/26	09:30	556613	SAWYER GRE	73714	0.0	UE10	24.943	2.50850	0.20797	\$67.75	
				Miles:	464	10.4	92.085			\$245.63	67
<b>Department: 67 - WATER DISTRIBUTION</b>						UE10	140.182			\$376.26	
						UDSL*	41.703			\$141.31	
<b>Department Totals -</b>							181.885			\$517.57	

**SITE LEGEND**

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

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PO BOX 1239  
COVINGTON, LA 70434

### FLEET MANAGEMENT REPORT

Account # 217874  
 FLEET # 228771  
 Name: CITY OF GROVES  
 MATCHING STATEMENT # NP66067953  
 Page: 18 of 19

**Transaction Detail for Customer NO. 228771 – CITY OF GROVES; 2/1/2024 – 2/29/2024**

Department: Garage

SubDepartment: 42

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>93 – 04 FORD F350</b>											
02/23	07:24	556613	BUSH, EDWI	76006	8.4	UE10	30.011	2.50810	0.20797	\$81.51	
				Miles:	252	8.4	30.011			\$81.51	42
<b>FORD16 – 05 FORD F150</b>											
02/20	08:38	556741	Adam Allre	161822	9.4	UE10	15.909	2.50860	0.20797	\$43.21	
02/22	13:01	556741	Adam Allre	161916	9.6	UE10	9.741	2.50800	0.20797	\$26.46	
02/26	12:28	556741	Adam Allre	161993	10.4	UE10	7.412	2.50680	0.20797	\$20.13	
02/28	12:29	556741	Adam Allre	162111	11.0	UE10	10.752	2.50840	0.20797	\$29.20	
				Miles:	438	10.1	43.814			\$119.00	46
<b>SubDepartment: 42</b>						<b>UE10</b>	<b>73.825</b>			<b>\$200.51</b>	
						<b>SubDept Totals -</b>	<b>73.825</b>			<b>\$200.51</b>	
<b>Department: Garage</b>						<b>UE10</b>	<b>73.825</b>			<b>\$200.51</b>	
						<b>Department Totals -</b>	<b>73.825</b>			<b>\$200.51</b>	

**SITE LEGEND**

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

**OTHER CHARGES**

03/04/2024	Tax Exempt Filing Fee	\$146.87
03/04/2024	Extended Network Pricing	\$39.00
03/04/2024	Fraud Protector Fee	\$372.00
03/04/2024	Accelerator Rewards Elite	\$558.00
03/04/2024	Regular Package Fee	\$557.07
03/04/2024	Monthly Billing Cycle Fee	\$279.00
<b>Total Other Charges</b>		<b>\$1,951.94</b>

PAID  
MAR 15 2024  
FINANCE

# Site Updates

## New Sites

Name	Address	City	State	Description	Fuel	Diesel	Maint.	Pay at Pump	Open 24 Hrs
Atlas Disposal-cng	250 N Apollo Rd	Salt Lake City	UT	Unbranded	Y			Y	Y
Circle K #4691-smart Desq	2854 Highway 71 W	Cedar Creek	TX	Circle K	Y	Y		Y	Y
City Point	750 Enterprise Blvd	Lake Charles	LA	Sunoco	Y	Y		Y	
City Point	750 Enterprise Blvd	Lake Charles	LA	Sunoco	Y	Y		Y	
Grab N Geaux 20	600 La Neuville Rd	Lafayette	LA	Shell	Y	Y		Y	
Grab N Geaux 24	404 La-93	Scott	LA	Shell	Y	Y		Y	
Grab N Geaux 25	2502 S College Rd	Lafayette	LA	Shell	Y	Y		Y	
Kum & Go #0643	3802 N Nevada Ave	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0650	17970 Knollwood Dr	Monument	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0659	9665 Prominent Point	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0665	1206 Interquest Pkwy	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0667	7375 Duryea Dr	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0668	3091 N. Chestnut St	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0670	8050 Fountain Mesa Rd	Fountain	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0672	3025 N Hancock Ave	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0674	1021 S Nevada Ave	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0686	2410 N Academy Blvd	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #0687	525 Wooten Rd	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Kum & Go #661	3525 Spectrum Air Way	Colorado Springs	CO	Kum & Go	Y	Y		Y	Y
Maverik Store #0727	2930 E Gila Rd	Yuma	AZ	Maverik	Y	Y		Y	
Maverik Store #5386	5566 W Herriman Main St	Herriman	UT	Maverik	Y	Y		Y	Y
Maverik Store #5387	6031 South 900 East	Murray	UT	Maverik	Y	Y		Y	Y
Maverik Store #5410	304 Main St	Colorado Springs	CO	Maverik	Y	Y		Y	Y
Maverik Store #5411	1865 West 400 North	Marriott-slaterville City	UT	Maverik	Y	Y		Y	
Maverik Store #733	3098 E University Ave	Las Cruces	NM	Maverik	Y			Y	
Maverik Store 5384	13639 South 200 West	Draper	UT	Maverik	Y	Y		Y	Y
Maverik Store 5385	9780 South Redwood Rd	South Jordan	UT	Maverik	Y			Y	Y
Maverik Store 5407	808 Smead Pkwy	Caldwell	ID	Maverik	Y			Y	
Maverik Store 5408	450 Crossroads Blvd	Windsor	CO	Maverik	Y			Y	
Maverik Store 5409	381 S Innovation Ln	Meridian	ID	Maverik	Y			Y	
Maverik Store 674	1900 Loose Rd	North Las Vegas	NV	Maverik	Y	Y		Y	
Maverik Store 731	3196 Colonial Dr	Helena	MT	Maverik	Y	Y		Y	
Quality Quick Stop	188 North Broadway	Tooele	UT	Unbranded	Y	Y		Y	
Thibodeaux Country Cstore	909 Beglis Pkwy	Sulphur	LA	Unbranded	Y	Y		Y	
Zachary Stop	20191 Plank Rd	Zachary	LA	Shell	Y	Y		Y	Y

PAID  
MAR 15 2024  
FINANCE

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

City of Groves

PURCHASE ORDER # 09-35644

03/08/2024

ISSUED TO: VENDOR #: 01-23690  
PATTERSON EQUIPMENT  
P.O. BOX 130367  
THE WOODLANDS, TX 77393

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	SEWER JETTER SEWER JETTER TRAILER. CONTRACT #092922-CER	11 -5-67-09-770 SOURCEWELL COOP PURCHASE	EQUIPMENT 0.00	107,105.00

**RECEIVED**  
MAR 13 2024  
**FINANCE**

\*\*\* TOTAL \*\*\* 107,105.00

ORDERED BY: MICHAEL TETRUP

APPROVED BY: TROY W. FOXWORTH

09-35644



In conjunction with West Mark  
Truck Contract: 060920-CER  
Trailer Contract: 092922-CER



### Customer Proposal

Customer Name City of Groves Texas  
 Contact Name \_\_\_\_\_  
 Address 3947 Lincoln Ave  
Groves, Texas 77619

Phone Number +1 409-962-4471  
 E-Mail Address \_\_\_\_\_

Dealer Patterson Equipment  
 Contact Name Bret Goss  
 Address PO Box 130367  
The Woodlands, Texas  
77393

Phone Number 281-770-6714  
 E-Mail Address bgoss@hi-vac.com

23690

#### 0. BODY

QTY	Item	DESCRIPTION
1.00	7040-SC	74 HP Diesel Power, 40 GPM @ 2000 PSI 750 gal. Water, 400' x 3/4" Sewer Hose

#### 1. BODY MODIFICATION

QTY	Item	DESCRIPTION
1.00	STD-0001	7000 lb Axles
1.00	STD-0002	14 Ply Tires
1.00	STD-0010	Fully Enclosed Engine & Pump Housing

#### 1.1. WATER SYSTEM

QTY	Item	DESCRIPTION
1.00	STD-0004	Cold Weather Recirculation
1.00	STD-0005	Water Pump Drain & Blow Out
1.00	Split reel	3/4" X 500' and 1/2" X 300' Hose Capacity

#### 1.2. SEWER HOSE

QTY	Item	DESCRIPTION
1.00	A176110	20' Leader Hose
1.00	STD-0011	Articulating Hydraulic Driven Hose Reel



QTY	Item	DESCRIPTION
1.00	A175150-27-COBRA	500 'x 3/4", 2500 psi sewer hose

1.3. ELECTRICAL & LIGHTING

QTY	Item	DESCRIPTION
1.00	STD-0008	NEMA 4 Control Panel
1.00	STD-0009	All LED Lighting

1.5. ACCESSORIES

QTY	Item	DESCRIPTION
1.00	J-2203	3" Flexible Hose Guide with 20' Rope
1.00	STD-0090	Delivery Charge
1.00	PAINT-WHITE	White Paint

QTY	Item	DESCRIPTION
1.00	MISC Option	Training
1.00	MISC Option	Additional Line Item

Sourcewell Contract Price: \$107,105.00

Customer Price: \$107,105.00  
 Shipment Date: TBD  
 Quote Number: Q-04659-1  
 Quote Date: 9/14/2023 8:02 AM  
 Customer:

Customer Purchase Order: \_\_\_\_\_

Authorized Signer Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



In conjunction with West Mark

Terms And Conditions

1. **Applicability of Seller's Terms and Conditions.** All orders ("Orders") placed by the entity purchasing goods and services ("Buyer") of Hi-Vac Corporation ("Seller") are expressly conditioned on Buyer's agreement to these Terms and Conditions of Sale ("Terms and Conditions"). Any acceptance of Seller's offer is expressly limited to acceptance of these Terms and Conditions and Seller expressly objects to any additional or different terms proposed by Buyer. No Buyer purchase order or other form or communication shall modify these Terms and Conditions, nor shall any course of performance, course of dealing, or usage of trade operate as a modification or waiver of these Terms and Conditions. Any order to purchase goods or services shall constitute Buyer's assent to these Terms and Conditions.
2. **Quotations.** Unless otherwise specified in the quotation, Seller's quotation shall expire thirty (30) days from its date and may be modified or withdrawn by Seller before receipt of Buyer's conforming acceptance.
3. **Payment and Shipping Terms.** Domestic sales are FOB, Seller's factory or other point of shipment designated by Seller. International sales are CIF. Unless otherwise quoted or acknowledged by Seller, payment terms are net thirty (30) days from the date of an order. Payment for all goods or services is due and shall be paid according to the terms appearing on the face of the invoice and quotation from Seller. Any amount not paid on the date it is due shall accrue interest at a rate of 18% per annum. All payments will be made in US Dollars. If Buyer is delinquent in the payment of any invoice, Seller may, in its discretion and without prejudice to its other rights, withhold shipment (including partial shipments) of any order and require Buyer to prepay for further shipments until complete payment has been received. Buyer shall be responsible for all costs related to the collection of past due unpaid amounts. In addition to any prices, Buyer shall pay the amount of any present or future manufacturer's tax, retailer's occupation tax, use tax, sales tax, excise tax, customs duty, inspections or testing fee, or any other tax, fee or charge of any nature whatsoever imposed by any government authority, on or measured by the transaction between Seller and Buyer. In the event Seller is required to advance any such tax, fee or charge, Buyer shall reimburse Seller therefor, or, in lieu of such payment, Buyer shall provide Seller at the time the order is submitted with any exemption certificate or other document acceptable to the authority imposing such tax, fee or charge. For international transactions, Seller shall not begin production or fabrication of ordered goods until one of the following has occurred: (i) Buyer has provided full (100%) payment of all costs related to the Order, or (ii) Buyer has provided Seller with a letter of credit covering all costs related to the Order, such letter of credit shall be determined acceptable or non-acceptable in the Seller's sole and absolute discretion.
4. **Title and Risk of Loss.** Title and risk of loss or damage in transit shall pass from Seller to Buyer at delivery, which shall be deemed to occur upon transfer of possession to the first carrier or Buyer's representative (which for these purposes will include Seller if Buyer has arranged for transportation by Seller's personnel) at the delivery point whichever occurs first pursuant to the applicable shipping terms.
5. **Delays or Default in Delivery.** Seller shall have no liability to Buyer for Seller's delay or default in delivery due to strikes, secondary boycotts, riots, wars, accidents, fires, floods, explosions, vandalism, government embargoes, priorities or regulations, transportation delays, shortages of labor, fuel, materials, supplies, power, transportation facilities or tooling capacity, the impact of the outbreak of COVID-19 or any other epidemics, or other similar or dissimilar causes beyond Seller's reasonable control whether or not foreseeable. Under no circumstances shall Seller have any liability for penalties or other consequential damages of any kind resulting in whole or in part from Seller's delay in delivering, or failure to deliver any goods to or perform services for Buyer as agreed.
6. **Acceptance.** Buyer acknowledges and agrees that the Buyer has 10 calendar days to inspect the goods from the earlier of (i) the time the goods have been picked up by Buyer or their representative, and (ii) the time the goods have been delivered to the destination in the invoice or a place that the Purchaser typically receives goods from Seller. Buyer must notify the Seller if the goods are being rejected as non-conforming goods by providing a Return of Goods Authorization form ("RGA") received by Seller no later than 10 calendar days after receipt of goods as determined above and the RGA must include the invoice and transaction number, the goods that Buyer believes are non-conforming and the details of why Buyer asserts the goods are not conforming. Failure to notify Seller within 10 calendar days will be deemed acceptance of the goods and any subsequent product issue shall be controlled by the product warranty section of these Terms and Conditions. If Seller allows the return of any goods after the 10 calendar day acceptance period, Buyer shall pay a 15% restocking fee to Seller.
7. **Design and Technical Information.** Seller claims proprietary rights in the items and information associated with the Order. Drawings and technical information are issued in confidence for engineering information and mutual assistance only and may not be publicly disseminated, reproduced or used by Buyer without Seller's prior written consent and shall be returned upon the earlier of Seller's written request or when its purpose has been served.
8. **Changes; Cancellations.** Changes and/or cancellations to existing schedules or orders are subject to Seller's prior written acceptance and reasonable cancellation charges, including all progress billings and reimbursement by Buyer of Seller's incurred direct manufacturing costs, including but not limited to all labor costs and expenses and costs of materials that are not usable by Seller and other non-recoverable costs incurred. Such incurred costs will be determined by Seller and communicated in writing to Buyer.
9. **Limited Warranty.** Seller's warranty is set forth in Seller's Limited Warranty for the goods or services covered by the Order, as the same is attached hereto or otherwise provided to Buyer. THIS WARRANTY IS BUYER'S EXCLUSIVE REMEDY AND SELLER EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OR REPRESENTATIONS, WHETHER BASED ON BREACH OF WARRANTY OR CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, AND HEREBY DISCLAIMS ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Any description of the goods, whether in writing or made orally, specifications, samples, models, bulletins, drawings, diagrams, engineering sheets or similar materials used in connection with Buyer's Order are for the sole purpose of identifying the goods and shall not be construed as a warranty.
10. **Limitation of Liability.** THE REMEDIES OF THE BUYER SET FORTH IN THESE TERMS AND CONDITIONS OF SALE ARE EXCLUSIVE AND ARE ITS SOLE REMEDIES FOR ANY FAILURE OF SELLER TO COMPLY WITH ITS OBLIGATIONS HEREUNDER. NOTWITHSTANDING ANY PROVISION IN THESE TERMS AND CONDITIONS OF SALE TO THE CONTRARY, IN NO EVENT SHALL SELLER BE LIABLE IN CONTRACT, WARRANTY, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), EXTRA-CONTRACTUALLY, OR OTHERWISE FOR DAMAGE TO PROPERTY OR EQUIPMENT OTHER THAN PRODUCTS SOLD HEREUNDER, LOSS OF PROFITS OR REVENUE, LOSS OF USE OF PRODUCTS OR ANY ASSOCIATED EQUIPMENT, COST OF CAPITAL, COST OF SUBSTITUTE EQUIPMENT, FACILITIES OR SERVICES, DOWNTIME COSTS, DELAYS, CLAIMS OF CUSTOMERS OF THE BUYER OR OTHER THIRD PARTIES (EXCEPT AS OTHERWISE PROVIDED FOR ABOVE IN THE SECTION TITLED AS INTELLECTUAL PROPERTY INFRINGEMENT) OR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, REGARDLESS OF WHETHER SUCH POTENTIAL DAMAGES ARE FORESEEABLE OR IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SELLER'S TOTAL CUMULATIVE LIABILITY ARISING FROM, CONNECTED WITH, RESULTING FROM OR RELATED TO THESE TERMS AND CONDITIONS OF SALE WHETHER THE CLAIMS ARE BASED IN CONTRACT, WARRANTY, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), EXTRA-CONTRACTUAL, OR OTHERWISE, SHALL NOT EXCEED THE PRICE PAID.
11. **Remedies.** Any lawsuit or legal claim for breach of this order must be brought within one year.
12. **Governing Law and Jurisdiction.** The laws of the State of Ohio, without regard to the conflicts of law principles thereof, shall govern Buyer's order, these Terms and Conditions and all disputes and/or disagreements arising hereunder. Both parties agree and hereby submit to the exclusive jurisdiction and venue of the state or federal courts, in Washington County, Ohio, with respect to any and all disputes arising out of or relating to these Terms and Conditions or any of the transactions contemplated hereby; and each party irrevocably submits to the jurisdiction of such court, waives any objection that it may now or hereafter have to the venue or convenience of such forum, and agrees that all such disputes shall be heard and determined in such court.



Patterson Equipment Company  
 PO Box 130367  
 The Woodlands, TX 77393  
 281-770-6714



# INVOICE

**BILL TO**

City of Groves  
 3947 Lincoln Ave.  
 Groves, Texas 77619

**SHIP TO**

City of Groves  
 4925 McKinley  
 Groves, TX 77619

**INVOICE # 8887**

**DATE** 03/07/2024  
**DUE DATE** 04/06/2024  
**TERMS** Net 30

**SHIP VIA**

PEC Deliver 3/6/2024

**P.O. NUMBER**

09-35644

**SHIPPING**

Regular Ground

ACTIVITY	QTY	RATE	AMOUNT
<b>7040-SC</b> O'Brien Hydro-Jetter SERIAL NUMBER: OBM-2123 MODEL NUMBER: 7040-SC VIN NUMBER: 1H9BS2123RM512123  750 Gallon Water Capacity 74 HP Diesel Engine - Kohler 40 GPM @ 2000 PSI Triplex Water Pump - Giant " Swinger " 190 Degree Rotating Hose Reel Split Reel Design 500' X 3/4" Hose Included 300' X 1/2" Hose Included Hydraulically Driven Variable Speed Control Tandem Axle Trailer (2) 6000 lb Rated Axles Electric Brakes 2-5/16" A Frame Hitch Tool Box Integrated Enclosed Battery Storage (2) 3/4" Nozzles Penetrator/Flusher (2) 1/2" Nozzles 25' Fill Hose 17 Gallon Fuel Tank 20' x 3/4" Leader Hose Air Purge System (2) 12V Aux Power Supply Outlets Strobe Light Footage Counter Paint Color White	1	102,855.00	102,855.00
<b>Freight Estimate</b> Freight Estimate Marietta, OH to Groves, TX Includes On-Site Training	1	4,250.00	4,250.00

ACH Information:

Wells Fargo Bank, NA  
 ABA ROUTING # 121000248  
 ACCOUNT # 1304429416  
 SWIFT INTERNATIONAL CODE #WFBUS6S

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Thank you for your business.

BALANCE DUE

**\$107,105.00**

ACH Information:

Wells Fargo Bank, NA

ABA ROUTING # 121000248

ACCOUNT # 1304429416

SWIFT INTERNATIONAL CODE #WFBIUS6S

# PURCHASING REQUISITION /QUOTES

City of Groves, Dept. of Public Works

DATE: March 13, 2024  
 TO: Kevin Carruth

P.O. NUMBER: 09-36859  
 FROM: Coby Doucet

<b>Purchase Recommendation</b>				
<b>Recommended Company: Republic Services (32669)</b>				
<b>Items to be Purchased: Sludge Disposal</b>				
CHARGE ACCOUNT	ITEM DESC.	QTY	UNIT COST	TOTAL COST
11-5-54-05-170	Sludge Disposal February	1	\$9,315.30	\$9,315.30
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<i>* Note: Purchases greater than \$5000.00 Require Council approval <b>before</b> ordering!</i>				\$9,315.30

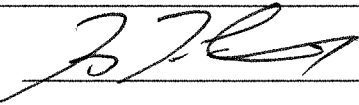
**REASONS FOR PURCHASE:**

SLUDGE HAULED FROM WWTP TO LANDFILL FOR DISPOSAL **RECEIVED**

MAR 15 2024

**FINANCE**

<b>QUOTES</b>	
	COMPANY NAME
1.	
2.	
3.	
4.	
5.	

Approved by:   
 (PW Director)

Date: 3-14-2024

Approved by: \_\_\_\_\_  
 (City Manager)

Date: \_\_\_\_\_

Date Council Approved \_\_\_\_\_



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

**Account Number** 3-0862-1266188  
**Invoice Number** 0862-001165802  
**Invoice Date** February 29, 2024  
**Past Due on 02/29/24** \$16,903.07  
**Payments/Adjustments** Paid --\$8,941.84  
**Current Invoice Charges** \$9,315.30

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

<b>Total Amount Due</b> \$17,276.53	<b>Payment Due Date</b> Past Due
--	-------------------------------------

**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Payment - Thank You 02/14	77954	-\$8,941.84

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Groves Water Reclaim Ctr&gt;fel 4925 Mckinley Ave CSA SAG052501 Groves, TX</b>				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 02/01-02/29			\$139.17	\$139.17
Fuel Recovery Fee				\$29.18
<b>Location Total</b>				<b>\$168.35</b>

<b>Groves Water Reclaim Ctr&gt;fel 1222 Taft Ave CSA S034997R01 Port Arthur, TX</b>				
2 Waste Container 2 Cu Yd, 2 Lifts Per Week				
Pickup Service 02/01-02/29			\$233.47	\$233.47
Fuel Recovery Fee				\$48.96
<b>Location Total</b>				<b>\$282.43</b>

<b>Groves Water Reclaim Ctr&gt;rol 1222 Taft Ave PO Robert Harding Port Arthur, TX</b>				
1 Waste Container 20 Cu Yd, 5 Lifts Per Week Special Waste				
Pickup Service 01/29		1.0000	\$348.95	\$348.95
St 122271 M 2717861 Wt 448557				
Pickup Service 01/30		1.0000	\$348.95	\$348.95
St 122276 M 2717860 Wt 448608				
Pickup Service 01/31		1.0000	\$348.95	\$348.95
St 122280 M 2717859 Wt 448752				
Pickup Service 02/01		1.0000	\$348.95	\$348.95
St 121489 M 2717858 Wt 448976				
Pickup Service 02/02		1.0000	\$348.95	\$348.95
St 122768 M 217857 Wt 449177				

**RECEIVED**  
 MAR 07 2024  
**FINANCE**

Past Due	30 Days \$7,961.23	60 Days \$0.00	90+ Days \$0.00
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6425 Highway 347  
 Beaumont TX 77705

Please Return This  
 Portion With Payment

<b>Total Amount Due</b>	<b>\$17,276.53</b>
<b>Payment Due Date</b>	<b>Past Due</b>
<b>Account Number</b>	<b>3-0862-1266188</b>
<b>Invoice Number</b>	<b>0862-001165802</b>

**Total Enclosed**

Return Service Requested

For Billing Address Changes,  
 Check Box and Complete Reverse.

Make Checks Payable To:



00045568  
 0112  
 CITY OF GROVES ATTN A/P  
 GULF COAST WATER RECLAIM CTR  
 3947 LINCOLN AVE  
 GROVES TX 77619-4604



REPUBLIC SERVICES #862  
 PO BOX 78829  
 PHOENIX AZ 85062-8829



6425 Highway 347  
Beaumont TX 77705

Account Number  
Invoice Number  
Invoice Date

3-0862-1266188  
0862-001165802  
February 29, 2024

**CURRENT INVOICE CHARGES**

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Pickup Service 02/05		1.0000	\$348.95	\$348.95
St 121492 M 2717856 Wt 449437				
Pickup Service 02/06		1.0000	\$348.95	\$348.95
St 126600 M 2717855 Wt 449773				
Pickup Service 02/07		1.0000	\$348.95	\$348.95
St 121499 M 2717854 Wt 450079				
Pickup Service 02/08		1.0000	\$348.95	\$348.95
St 126607 M 2717853 Wt 450299				
Pickup Service 02/09		1.0000	\$348.95	\$348.95
St 122792 M 2717852 Wt 450393				
Pickup Service 02/12		1.0000	\$348.95	\$348.95
St 126611 M 2717851 Wt 450589				
Pickup Service 02/13		1.0000	\$348.95	\$348.95
St 122427 M 2717850 Wt 450809				
Pickup Service 02/14		1.0000	\$348.95	\$348.95
St 126617 M 2717849 Wt 451029				
Pickup Service 02/15		1.0000	\$348.95	\$348.95
St 126620 M 2717848 Wt 451181				
Pickup Service 02/16		1.0000	\$348.95	\$348.95
St 126624 M 2717847 Wt 451431				
Pickup Service 02/20		1.0000	\$348.95	\$348.95
St 126634 M 2717846 Wt 451880				
Pickup Service 02/21		1.0000	\$348.95	\$348.95
St 126637 M 2717845 Wt 452050				
Pickup Service 02/22		1.0000	\$348.95	\$348.95
St 154667 M 2717844 Wt 452219				
Pickup Service 02/23		1.0000	\$348.95	\$348.95
St 121826 M 2717843 Wt 452376				
Pickup Service 02/26		1.0000	\$348.95	\$348.95
St 155012 M 2717842 Wt 452602				
Pickup Service 02/27		1.0000	\$348.95	\$348.95
St 121839 M 2717841 Wt 452787				
<b>Fuel Recovery Fee</b>				\$1,536.57
<b>Location Total</b>				\$8,864.52
<b>Total Fuel Recovery Fee</b>				\$1,614.71
<b>CURRENT INVOICE CHARGES, Due by March 20, 2024</b>				<b>\$9,315.30</b>



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

City of Groves

PURCHASE ORDER # 09-36869

03/14/2024

ISSUED TO:                   VEND #: 01-430050  
 SIDMONS - MARTIN EMERGENCY GROUP  
 P.O.BOX 679827  
 DALLAS, TX 75267-9827

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

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	NEW PUMPER DOWN PAYMENT ON NEW PUMPER ORDERED IN NOVEMBER 2023. EXPECTED DELIVERY 43 - 44 MONTHS.	01 -5-32-09-011	FIRE STATION	561,000.00

**RECEIVED**  
**MAR 18 2024**  
**FINANCE**

\*\*\* TOTAL \*\*\* 561,000.00

ORDERED BY: LANCE BILLEAUD  
 APPROVED BY: LANCE BILLEAUD

**Siddons Martin Emergency Group, LLC**  
**3500 Shelby Lane**  
**Denton, TX 76207**  
**GDN P115891**  
**TXDOT MVD No. A115890**



August 24, 2023

**Lance Billeaud**  
**GROVES FIRE DEPARTMENT**  
**6150 SHORT ST**  
**GROVES, TX 77619**

**Proposal For: 2023 Groves Pumper**

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to GROVES FIRE DEPARTMENT. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB GROVES FIRE DEPARTMENT and training on operation and use of the apparatus.

Description	Amount
<hr/>	
<b>Qty. 1 - 1109 - Pierce-Custom Enforcer Pumper, 2nd Gen</b>	
<b>(Unit Price - \$1,102,676.00)</b>	
Delivery within 43-44 months of order date	
QUOTE # - SMEG-0004278-0	
	Vehicle Price \$1,102,676.00
	Chassis Prepay Discount (\$15,000.00)
	Full Prepay Discount (\$75,000.00)
	<hr/>
	<b>1109 - UNIT TOTAL \$1,012,676.00</b>
	SUB TOTAL \$1,012,676.00
	<hr/>
	HGAC FS12-19 (FIRE) \$2,000.00
	<hr/>
	<b>TOTAL \$1,014,676.00</b>

Price guaranteed until 9/29/2023

**Additional:** 'NOTE: Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.'

**Taxes:** Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.