

CITY OF GROVES

Notice of Regular Meeting of the City Council

**City Council Chamber
November 20, 2023**

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

AGENDA

- I. Call meeting to order - prayer.**
- II. Roll Call.**
- III. Welcome and recognize guests and news media.**
- IV. Approve the minutes of the November 6, 2023 City Council Meeting.**
- V. Receive the minutes of the November 13, 2023 Planning and Zoning Meeting.**
- VI. Reports/Citizen Comments:**
- VII. Mayor:**
 - a. Administer Oath of Office to newly elected officials (Ward No. 1 and Ward No. 3 Councilmembers.)
 - b. Consider canceling the regularly scheduled City Council meeting of January 1, 2024 due to the observance of the New Year.
 - c. Consider setting dates and times for future City Council Meetings.
 - d. Consider and set a date for a Public Hearing to re-authorize all building permit fees pursuant to Tex. Loc. Gov't Code 214.908.
 - e. Consider approval of a replat from FG Groves, LLC., TRS 2-A & 2-B, 1.717 Acres of Land replat of Lot 2 FG Groves Addition, City of Groves, Jefferson County, Tx.
 - f. Consider and approve engaging Ron Cox Consulting to provide governance and strategic planning sessions and selecting a date for the first session.
- VIII. City Attorney:**
 - a. Consider and approve Ordinance 2023-19 adopting the 2018 Edition of the International Plumbing Code.
 - b. Consider and approve Ordinance 2023-20 adopting the 2018 Edition of the International Building Code.
 - c. Consider and approve Ordinance 2023-21 adopting the 2018 Edition of the International Residential Construction Code.
 - d. Consider and approve Ordinance 2023-22 adopting the 2023 Edition of the National Electric Code.
 - e. Consider and approve Ordinance 2023-23 adopting the 2018 Edition of the International Maintenance Code.
 - f. Consider and approve Ordinance 2023-24 adopting the 2018 Edition of the International Mechanical Code.
 - g. Consider and approve Ordinance 2023-25 adopting the Energy Efficiency Chapter of 2018 International Residential Code and the 2020 International Energy Conservation Code.
- IX. City Manager:**
 - a. Invoices
- X. Councilmember Comments:**
- XI. Adjourn.**

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: City Manager Agenda Item No. 1

Title for Item (same as to be placed on Agenda): Administer Oath of Office to newly elected officials
(Ward No. 1 and Ward No. 3 Councilmembers.)

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

Submitted to City Manager's Office on: Date: 11/14/23 Time: 9:00 a.m. By: C THIBODEAUX

Explanation of Item: Ward No. 1 will be the current incumbent Mark McAdams and Ward No. 3 will be Pete Konidis. City Clerk Clarissa Thibodeaux will administer the Oath of Office to both of the individuals listed above. Selection of the next Mayor Pro Tem will be voted on at the December 4th City Council Meeting

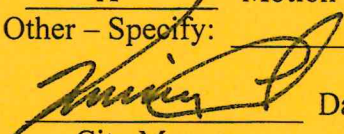
Deadline for Approval: Must be at the November 20th Meeting.

Staff Recommendation: Administer Oath of Office

Alternative (if any) for consideration: N/A

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: 11/15/23
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: 11/20/2023 Department: City Manager Agenda Item No. 2

Title for Item (same as to be placed on Agenda): Consider setting dates and times for future City Council Meetings.

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

Submitted to City Manager's Office on: Date: 11/14/23 Time: 10:00 a.m. By: C. THIBODEAUX

Explanation of Item: Council needs to decide on whether they would like to keep the meetings every other Monday at 5 p.m. or change it.

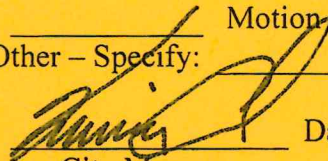
Deadline for Approval: By the January 15th Meeting. Our current meeting schedule only goes until January 29, 2024.

Staff Recommendation: Staff recommends to keep the meeting every other Monday at 5 p.m..

Alternative (if any) for consideration: _____

Identify any attachments to this document: Attached is a list of dates if kept as every other Monday.

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

Signed: _____ Date: _____ Approved:  Date: 11/15/23
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 _____

2023 GROVES CITY COUNCIL MEETING DATES

ALL MEETINGS ARE AT 5:00 PM

**JANUARY 1
JANUARY 15
JANUARY 29**

**FEBRUARY 12
FEBRUARY 26**

**MARCH 11
MARCH 25**

**APRIL 8
APRIL 22**

**MAY 6
MAY 20**

**JUNE 3
JUNE 17**

**JULY 1
JULY 15
JULY 29**

**AUGUST 12
AUGUST 26**

**SEPTEMBER 9
SEPTEMBER 23**

**OCTOBER 7
OCTOBER 21**

**NOVEMBER 4
NOVEMBER 18**

**DECEMBER 2
DECEMBER 16
DECEMBER 30**

**JANUARY 13, 2025
JANUARY 27**

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: City Manager Agenda Item No. 3

Title for Item (same as to be placed on Agenda): Consider canceling the regularly scheduled City Council meeting of January 1, 2024 due to the observance of the New Year.

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

Submitted to City Manager's Office on: Date: 11/14/23 Time: 10:30 a.m. By: C. THIBODEAUX

Explanation of Item: The meeting of January 1, 2024 falls on a City Holiday.

Deadline for Approval: _____

Staff Recommendation: Staff recommends canceling the January 1st meeting due to the Holiday and also because we have 3 meetings scheduled in January.

Alternative (if any) for consideration: If Council does not want to cancel then we would have to move it to a different day.

Identify any attachments to this document: _____

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

Signed: [Signature] Date: 11/15/23 Approved: [Signature] Date: 11/15/23
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: 11/20/2023 Department: Building Official Agenda Item No. 4

Title for Item (same as to be placed on Agenda): Consider and set a date for a Public Hearing to re-authorize all building permit fees pursuant to Tex. Loc. Gov't Code 214.908.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: Staff needs enough time to post the Public Hearing notice in the Examiner, must be published 15 days before the hearing takes place. Current permit fee prices haven't been updated since 1990. The plan is to have an item on the December 4th Agenda to discuss the current and proposed fees followed by the Public Hearing on December 18th.

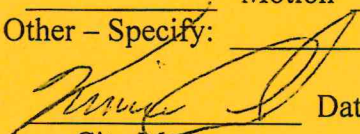
Deadline for Approval: Immediately

Staff Recommendation: Staff recommends having the Public Hearing before the December 18, 2023 City Council Meeting.

Alternative (if any) for consideration: N/A

Identify any attachments to this document: _____

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

Signed: _____ Date: _____ Approved:  Date: 11/15/23
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: 11/20/2023 Department: City Manage Agenda Item No. 5

Title for Item (same as to be placed on Agenda): Consider approval of a replat from FG Groves, LLC., TRS 2-A & 2-B, 1.717 Acres of Land replat of Lot 2 FG Groves Addition, City of Groves, Jefferson County, Tx.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: Owner is wanting to subdivide the property in between Starbucks and Wells Fargo Bank, to possibly put a new business.

Deadline for Approval: Immediately.

Staff Recommendation: P & Z approved the replat to send to Council for approval.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Arial Map and Surveyors Replat.

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

Ordinance - Number _____ Resolution - Number _____ Other - Specify: _____

Signed: [Signature] Date: 11-15-23 Approved: [Signature] Date: 11/15/23
-Department Head City Manager

FUNDING (IF APPLICABLE)

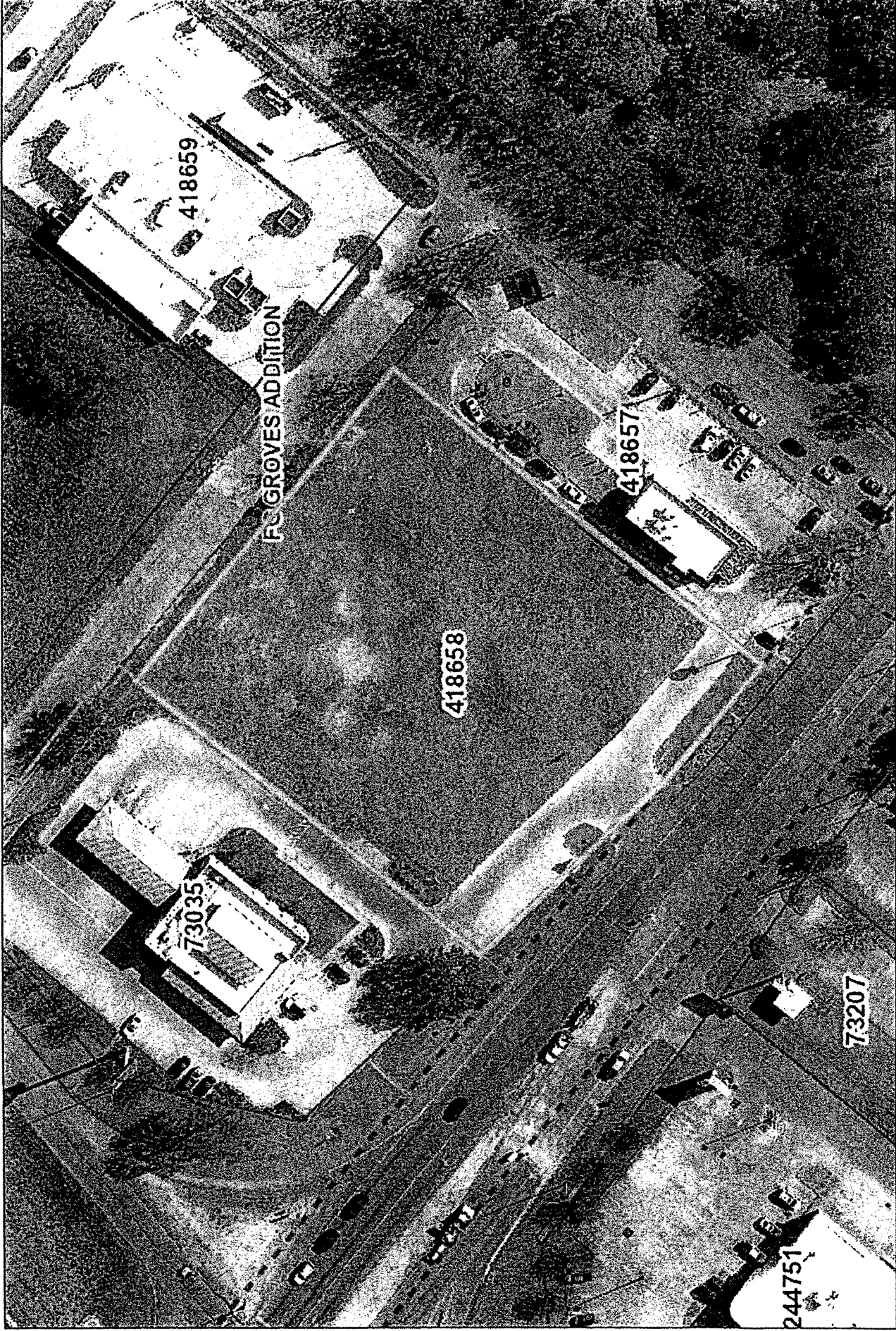
Are sufficient funds specifically designated and currently available for this purpose? YES _____ NO
If yes, specify account no. _____ If no, explain and identify intended funding source: _____

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 _____



Enter Map Title...
Web Print: 11/13/2023



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



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City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: City Manager Agenda Item No. _____

Title for Item (same as to be placed on Agenda): Consider and approve engaging Ron Cox Consulting to provide governance and strategic planning sessions and selecting and selecting a date for the first session.

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

Submitted to City Manager's Office on: Date: 11/15/23 Time: 3:30 p.m. By: C. THIBODEAUX

Explanation of Item: Governance and strategic planning workshops involving the City Council and Department Heads. With a new Council Member, New City Manager, New Marshal, and other changes over the previous 18 months, the organization needs the opportunity for its leadership to reset, come to consensus, and chart a path forward.

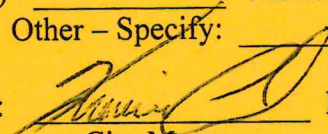
Deadline for Approval: _____

Staff Recommendation: Staff recommends approval of the proposal to engage Ron Cox Consulting for \$10,350 plus out-of-pocket expenses, to provide governance and strategic planning services.

Alternative (if any) for consideration: There are other firms who do similar work that can be solicited.

Identify any attachments to this document: Ron Cox Proposal 11/3/2023

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

Signed: _____ Date: _____ Approved:  Date: 11/15/23
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. xx-07-101 Training If no, explain and identify intended funding source:
As there was no City Election this year, the \$30,000 budget is available for Fund Balance.

PAYMENT REQUEST

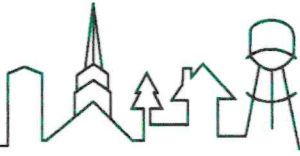
Amount of requested payment \$ _____ Cumulative total of payments to date for this project/item
(if applicable): \$ _____ Balance due for this project/purchase (if applicable): \$ _____

ACTION TAKEN BY COUNCIL

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



Helping Cities
Manage Better



November 3, 2023

Kevin Carruth
City Manager
City of Groves Texas

Re: Proposal to Provide Consulting Services –Council Governance and
Planning Session – 2023-24

Ms. Cook:

I sincerely appreciate your interest in engaging me to perform consulting services for the City of Groves. I am excited about the prospect of working with your Mayor and City Council and you and your staff in facilitating governance and planning sessions for Council and staff.

PROJECT OBJECTIVES/DESCRIPTION: Working with the management team, Ron Cox will facilitate two sessions over two different days: A governance and visioning session for Mayor and City Council and key staff that you may invite; and a planning session with the Mayor, City Council, you, and your staff. In addition, I will provide follow up services for you and your staff assisting in the creation/update of an action/implementation plan resulting from the strategies and goals prepared at the planning session. At the governance session, the Council will discuss and develop their governance model, including their key vision elements and key strategic focus areas. The planning session will be designed to provide a time for the Council and staff to develop short-term and long-term strategies and goals for the city consistent with the key strategic focus areas. Ron Cox will also facilitate a follow up session with the staff to develop an action plan designed to address the long-term strategies.

SERVICES/DELIVERABLES: Ron Cox will provide the following services and deliverables (including estimated time for each task for the City of Groves).

Task 1) Initial Meetings. Meet with the City Manager and/or key staff to confirm expectations, understand issues relevant to the planning process and determine a more detailed process for the facilitations (up to two hours). Meet with the City Manager and key staff to understand key issues and challenges from the staff's perspective (up to three hours – note, this can come later in the process as the planning session nears). Meet with the Mayor and each member of the City Council to fully understand the expected issues and finalize the process and agenda for each the Council Sessions (up to six hours). Report back to City Manager to confirm expectations.

Task 2) Governance Session. Prepare for (three hours) and facilitate the session with Council on governance (up to four hours) with the Mayor and City Council, City Manager, and executive staff if desired. The governance session will focus on establishing a model for council and staff to follow. Key discussions will center on leadership, communication, expectations and establishing the key elements of the vision Council has for Groves. A report will be prepared of the results of the session (three hours).

Task 3) Council/Staff Planning Session. Meet with staff to understand issues to be addressed and define process to be used during session. (up to three hours). Prepare for (up to three hours) and facilitate the Council/Staff Planning Session (up to six hours). This session is designed to establish a Strategic Plan prepared for 2023-24 and beyond as appropriate. This session will be designed to result in capturing the long-range strategies, or key strategic focus areas of importance to the City Council, as well as identify goals for their accomplishment. Prepare a report and draft Implementation Plan for the next task. (up to three hours)

Task 4) Implementation Plan. Work with the City Manager and staff members to prepare an implementation plan addressing the work product from the City Council planning session and aligning the work of the staff with the Council’s plan. This phase will result in an analysis of the Council’s key strategic focus areas and goals and add other goals and objectives to add depth to the Council’s work product. (up to two four-hour sessions, or one full day session)

Task 5) Final Report. Prepare (up to two hours) and submit a final report to the Council and City Manager wrapping up the process. Present the final report to the City Council for approval ((up to three hours).

Task 6) Additional Services. Provide any additional services that might be required by the City Manager to be billed on an hourly rate as outlined in Attachment A.

OTHER SERVICES. Ron Cox Consulting will provide additional services as may be assigned by the City Manager at his direction. Additional time and expenses will be billed per the fee schedule on Attachment A.

FEES:

Governance Session - Tasks 1- 2.	\$4,725
Planning Session and Follow up – Tasks 3-5.	<u>\$5,625</u>
Total	\$10,350

Task 6 and/or Other Services will be billed for time and expenses in accordance with Attachment A.

EXPENSES. In addition to the fees for services, I customarily require reimbursement for actual out-of-pocket expenses, such as printing and reproduction costs, secretarial time, travel, overnight accommodations as necessary, messenger services, and similar expenses, and all items paid for on behalf of the city.

If I may answer any other questions, or if you would like to discuss what I have outlined, including project costs, please do not hesitate to call. I truly appreciate the opportunity to present this to you and look forward to working with the City of Groves.

Very truly yours,



Ron Cox
Ron Cox Consulting

Terms of engagement accepted and agreed to this ____ day of _____. 2023.

Kevin Carruth
City Manager



Attachment "A"

FEE SCHEDULE

Direct Expenses

Consultation, research, analysis and other duties such as telephone conferences	Hourly Rate per below
Additional Services, as authorized	Hourly Rate per below

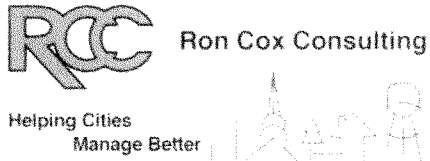
Reimbursable Expenses

Sub-Contract work	Cost + 10%
All non-labor expenses	Cost + 10%
Photocopies (black and white)	\$0.10 per page
Art Supply Fee, if applicable	1% of Labor Fee as Invoiced
Vehicle travel per mile	Maximum IRS allowable rate

Hourly Rate

Principal (Ron Cox)	\$225/hour
Administrative (clerical)	\$ 60/hour

Effective Date: January 1, 2022



281-543-0042
rcox@roncoxconsulting.com

Ronald E. Cox Biography

Ronald E. Cox has been married to his wife, Susan, for 50 years. They have two children, daughter Emily, and son, Tim, and five grandchildren, Courtney, Ryan, Isabella, Brynlee, and Caleb.

Ron received a Bachelor of Science from Abilene Christian University in 1972 and a Master of Arts from University of Texas at Tyler in 1981. Ron entered the governmental arena in 1972 with the Brazos Valley Development Council in Bryan and, after almost two years went to work for the East Texas Council of Governments (ETCOG) in Kilgore.

Ron accepted his first position as City Manager in 1978 with the City of Rusk. He was the City of Rusk's first City Manager. Two years later, he became the City Manager of Center. In 1984, Ron accepted the position of City Manager of the City of Kilgore, where he served for six years. In November 1990, he became Friendswood's third City Manager and served that city until May 2006. Ron has been involved in local government for 50 years and held the position of City Manager for 28 years.

Ron remains active in many governmental organizations including the Texas Municipal League, and Texas City Management Association (TCMA). Ron served as president of TCMA Regions V and VI. He served on the Board of Directors of TCMA from 1995-1997 and served as TCMA's president in 1997-98. He continues to actively participate in various TCMA programs. In 2005, Ron was awarded TCMA's Lifetime Achievement Award, an exceptional honor, and in 2006 he was given Life Member status in TCMA. And in 2022 Ron was awarded TCMA's highest honor and became the seventh recipient of the Distinguished Service Award. Ron has regularly served on the TCMA Professional Development Committee. He has and continues to speak regularly at conferences and training sessions in Texas about issues and challenges in local government.

In 1990, Ron was appointed by Governor Bill Clements to the Board of Trustees of the Texas Municipal Retirement System and served on the Board until 1993. He also served on the TMRS Advisory Board 2006-2010. He was chosen to serve on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool in 1986 and served on the Executive Committee as Vice-Chair of the Board, 1990-91. In 2016 Ron was appointed to the newly established Friendswood Downtown Economic Development Corporation Board in his hometown and served as its initial President. He continues to serve on that Board.

Since May 2006, Ron has consulted with 87 cities and many other public and nonprofit entities in Texas in a variety of areas, including strategic planning at the Council/Board and staff levels, leadership development for city staff, executive recruitment, and management services. He particularly enjoys working with smaller cities. He enjoys sharing his experiences with others in a variety of ways including public speaking at seminars and conferences. In 2020, Ron was named a Friendswood Legend by Mayor Mike Foreman for his work both during his city management career there and his volunteer work with the City of Friendswood over the past

years. In 2021, after having worked with the City of Iowa Colony for fifteen years, the Mayor and City Council honored Ron by naming their location for municipal facilities the Ronald E. Cox Municipal Center.



Client List

May 2006 – November 2023

Following is a list of clients and the work performed by Ron Cox Consulting since May 2006.

Client List includes:

- 87 Cities
- 6 Economic Development Corporations
- 17 Nonprofit Organizations, Special Districts and/or Statewide Associations
- 2 Private Firms

√ City of Alvin, 2008, 2022, 2024

- Facilitated a Council retreat in June 2008 focusing on the governance model for the Mayor and City Council. This session focused on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Manager and his staff.
- Facilitated a Council/staff planning session including follow up with staff to prepare an implementation plan. January 2021
- Facilitated a Council governance session. January 2022.
- Facilitated a Council/staff session focusing on a comprehensive ordinance update. January 2022.
- Scheduled to facilitate a Council/staff planning session. February 2024.

√ City of Arcola, 2022-23

- Appointed administrator of the City of Arcola Tax Increment Reinvestment Zone #1. Responsible for preparation of required annual report and other administrative duties. October 2022.

√ City of Anahuac, 2010

- Facilitated a Council and staff retreat in June 2010 focusing on the governance model for the Mayor and City Council and their relationship with key staff. This session focused on assisting newly elected Council member in understanding their

role, determining the strengths, weaknesses, opportunities, and threats (SWOT) of the city, and setting strategies and goals to meet for the City's future.

- √ **City of Bay City, 2017-18**
 - Facilitated a series of sessions with the Mayor, Council and staff focusing on updating the existing strategic plan, developing an implementation plan and developing a governance model for the Mayor and City Council. March 2017 – March 2018.
- √ **City of Bee Cave, 2006-07**
 - Facilitated a staff leadership development program for all employees of the city, including a daylong retreat, goal setting and action plan, and leadership development program.
 - Facilitated a staff retreat and goal setting project for the City Manager and his key staff.
- √ **City of Bellaire, 2021-24**
 - Engaged to work with Mayor and City Council to facilitate consensus building between the elected officials to determine the expectations and profile as a pre-search process for the selection of a new city manager. Completed in June 2021.
 - Worked with Mayor and City Council to facilitate a review of the governance model and facilitate a planning session identifying the key Strategic Focus Areas for future planning. January 2022.
 - Facilitated follow up session with Council focusing on the members participation in the DISC temperament inventory. March 2022.
 - Facilitated a Council/staff planning session. Met with staff to prepare an Implementation Plan. March and April 2022.
 - Facilitated a pre-budget planning session with Council and staff. May 2022.
 - Facilitated planning sessions with Council and staff. March 2023.
 - Scheduled to facilitate a series of planning sessions with Council and staff. April 2024.
- √ **City of Bonney, 2021-23**
 - Engaged to provide ongoing general city management and development consultation for the Mayor and City Council.
 - Prepared a Staffing Implementation Plan for Council. This plan is to assist Council in determining when to hire staff in strategic areas. Specifically, police and public work, as well as administrative staff, as the city grows, and the tax base can support it. May 2022.
- √ **City of Brazoria, 2007-10**
 - Engaged to provide ongoing general city management consultation for Mayor and City Council. Duties included assisting the City in determining the best uses for funds received in the settlement of a lawsuit and assisting the City in determining appropriate rates for water and sewer utilities to support the system's operations and the issuance of bonds for system improvements.
 - Engaged to provide consulting services to the City Manager regarding water and sewer rates and possible bond issue to make capital improvements.
- √ **City of Brenham, 2011**
 - Facilitated a City Council Retreat in February 2011 with discussion on development goals for the City and City's management team. Program included a

one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.

- √ **City of Brookside Village, 2022-23**
 - Engaged to provide ongoing general city management and development consultation for the Mayor and City Council. September 2022.
- √ **City of Bryan, 2007-10**
 - Facilitated a staff leadership development program for the City Manager and his senior leadership team. Program included a daylong retreat, goal setting and leadership program over five sessions.
 - Facilitated a Council and staff retreat focusing on developing a model and philosophy of governance for the City Council and on long range strategic planning for the city in August 2007.
 - Facilitated a second retreat with Council and staff in February 2008. Retreat focused on confirming the governance model set in place, developing a vision statement, receiving reports from staff on implementation of strategic plan and confirming the course set for that plan.
 - Facilitated a second daylong retreat with the City staff in June 2008. Retreat focused on pressing management issues, reviewing commitments from earlier retreat, and setting out a plan of action for moving forward.
 - Facilitated a daylong retreat for the Public Works and Utilities Departments in October 2008.
 - Facilitated a daylong retreat for the Planning and Development Services and Engineering Departments in October 2008.
 - Facilitated a third day and a half retreat for the City Council in January 2009.
 - Facilitated a fourth day and a half planning retreat for the City Council in February 2010.
 - Facilitated a day long panning retreat for the City Manager’s management team in March 2010, with a series of follow up sessions revolving around building the team, using a book entitled “Overcoming the Five Dysfunctions of a Team” by Patrick Lencioni.
 - Facilitated a fifth day and half planning retreat for the City Council in July 2010.
- √ **City of Buda, 2023**
 - Facilitated two half day sessions on governance and planning with the City Council, City Manager, and staff. March 2023
- √ **City of Bunker Hill, 2019**
 - Facilitated an evening Town Hall meeting for candidates for the Mayoral position. Process consisted of moderating the meeting, asking predetermined questions of the candidates, and facilitating Q&A from the audience for the evening. April 2019.
- √ **City of Castroville, 2021-22**
 - Facilitated a planning session setting the Capital Improvements Plan priorities and developing vision, mission, and values. September 2021.
 - Facilitated a second planning session. May 2022.
- √ **City of Center, 2007-08, 2019**

- Facilitated a Council and staff retreat focusing on long range strategic planning for the city. Worked with the city staff to develop a plan and process for implementation of the strategic plan developed in the retreat.
- Facilitated a second Council and staff planning session. August 2019.
- √ **City of Clear Lake Shores, 2006, 2018, 2019, 2022**
 - Facilitated Council short-term goal setting retreat. Provided follow up with the mayor and staff to develop an Action Plan for the implementation of the goals set by Council.
 - Assisted the Council in preparing a job description for the new position of City Manager, 2006.
 - Assisted Council in preparing Rules of Procedures for the City Council and Committees.
 - Facilitated the successful search for City Administrator, October 2018.
 - Facilitated a Council/staff planning session and provided follow up services. July 2019.
 - Facilitated a second Council/staff planning session and provided follow up services. August 2022.
- √ **City of Cedar Hill, 2009**
 - In November 2009, facilitated a two-day retreat with City Council, the City Manager, and his senior staff. Council reviewed the existing strategic plan, received reports on the progress toward its implementation and set strategies for the next five years.
- √ **City of Cleveland, 2023**
 - Facilitated a one-day planning session with the City Council, City Manager, and staff. Provided follow up services with staff to develop implementation plan. February-April 2023.
- √ **City of College Station, 2017-19**
 - Facilitated a one-day planning retreat with the City Council, City Manager and staff in February 2017. Staff follow-up in March 2017.
 - Facilitate a second one-day planning retreat with the City Council, City Manager and staff in February 2018. Staff follow-up in March 2018.
 - Facilitated a third one-day planning retreat with the City Council, City Manager and staff in January 2019. Staff follow-up in February 2019.
- √ **City of Conroe, 2021-22**
 - Facilitated a planning session for staff. December 2021 -January 2022.
- √ **City of Dayton, 2018-19**
 - Facilitated a City Council/staff planning session in August 2018 focusing on governance and strategic initiatives, combining the work of the recently adopted comprehensive plan with the immediate needs of the Council. Worked with staff to prepare draft Vision and Mission statements and implementation plan for Council consideration. Completed October 2018.
 - Facilitated a second Council/staff planning session in June 2019.
- √ **City of Deer Park, 2007-08, 2014, 2019, 2024**
 - Facilitated a series of meetings with the public works and administrative services staffs to focus on their mission and customer service issues.

- Facilitated a City Council/staff retreat in March 2008 focusing on vision and strategic goals for Council and staff to implement. Worked with the staff to develop an Action Plan for the implementation of the strategies and goals set by Council.
 - Facilitated a City Council/staff retreat in March 2014. The retreat focused on a reconsideration and confirmation of the vision and mission and reestablishment of strategic goals.
 - Facilitated a third one-day planning session and follow-up with Council and staff in March 2019.
 - Scheduled to facilitate a fourth day long planning session and follow-up with Council and staff in March 2024.
- √ **City of Del Rio, 2020-21, 2023**
- Facilitated a Council Planning Session, February 2020. Due to COVID-19 this engagement was not completed.
 - Facilitated a second planning session with City Council and staff, October 2023.
- √ **City of Dickinson, 2006, 2019, 2023**
- Facilitated Council strategic goal setting, including developing vision and mission statements, as well as expectations for the City Manager, all adopted by City Council. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
 - Conducted and coordinated a successful search for a new City Manager in 2006.
 - Facilitated the first ever session between the City of Dickinson, Galveston WCID#1 (the water and sewer service provider), the Dickinson Economic Development Corporation and the Dickinson Municipal Management District. This session allowed the groups to identify their respective responsibilities, identify common needs, and establish a commitment to work together on a regular basis for the good of the community.
 - Facilitated a planning session with Council and staff. Provided follow up services with staff for implementation plan. January-April 2023
- √ **City of Dumas, 2012-13**
- Facilitated Council strategic goal setting session. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of goals set by Council.
- √ **City of El Campo, 2015-18**
- Teamed with other consulting firms, Marsh Darcy Partners and Freese Nichols Engineering to develop Phase 1 update to the City's Comprehensive Plan. The Plan was originally completed in 2000. The update was conducted in two phases. Phase 1 completed July 2015. Phase 2 completed Fall of 2016. Phase 3 was completed Spring, 2017.
 - Facilitated a planning session with City Council and Community Development Corporation. January 2018.
- √ **City of Fairchilds, 2017-18**
- Prepared a comprehensive Subdivision Ordinance for the City. This city has very little population and no full-time staff, yet developers are pursuing development in the city limits and its ETJ. 2017.
 - Providing follow up services on the Subdivision Ordinance. 2018

- √ **City of Fairview, 2018**
 - Facilitated sessions with a Council appointed committee, Community Resource Group (CRG) to discuss reasons why a recent bond election failed to pass, and what the next steps may be. Facilitated two sessions with a total of 50 people. March 2018. Facilitated follow up sessions in April with a joint session between Council and the CRG and additional sessions with CRG. April 2018.
- √ **City of Fulshear, 2016-17**
 - Facilitated a Council/Staff retreat in July and August 2016 with discussion on the governance model of the City Council and development of strategies and goals for the City.
 - Facilitated a second planning session with City Council and staff in 2017. July 2017.
- √ **City of Friendswood, 2022**
 - Facilitated a one-day planning session with the Community and Economic Development Committee. December 2021. Facilitated a follow-up session in March 2022.
- √ **City of Galveston, 2017**
 - Worked jointly with Alan Mueller of Marsh Darcy Partners to review the practices of the Galveston Building Department and make recommendations for improvements. April 2017.
- √ **City of Georgetown, 2021, 2022, 2023**
 - Facilitated a two-day planning session with the Mayor, City Council, and staff. January 2021.
 - Facilitated a second two-day planning session with the Mayor, City Council, and staff. December 2021.
 - Facilitated a third two-day planning session with Mayor, City Council, and staff. December 2022.
 - Scheduled to facilitate a fourth one-day planning session with Mayor, City Council, and staff. December 2023.
- √ **City of Gladewater, 2009**
 - Facilitated a City Council Retreat in February 2009 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Goliad, 2012-13**
 - Made a presentation to the Goliad Management District Board and city staff regarding economic development considerations, special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, October 2012.
 - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 53 acres in the City. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012
 - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 30 acres in the City's ETJ. This

agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012.

- Facilitated a session between the City Council and the Goliad Municipal Management District Board to review existing By-Laws and operating procedures and facilitate understanding and any changes they may need. July 2013.

√ **City of Gonzales, 2008-10**

- Facilitated a City Council Retreat in September 2008 with discussion on development of a governance model for the Council to follow, and goals for the City and City's management team. Program included a day and a half long retreat, goal setting and governance program for the City Council. I also met with staff to develop an Action/Implementation, which culminated in a report to City Council where they adopted the Plan.
- Facilitated a second City Council retreat in October 2010. This retreat focused on Council relationships by reviewing temperament traits via the DISC temperament inventory, reviewed the status of strategies established in 2008 and set new strategies for 2011 and following. I met with staff following the retreat to assist them in preparing an Action/Implementation Plan.

√ **City of Granbury, 2022, 2023**

- Facilitated a day-and-a half planning session with the City Council and staff. April and May 2022.
- Scheduled to facilitate a second planning session with City Council and staff. January 2023

√ **City of Hitchcock, 2017-19**

- Assisted Rathburn Planning & Consulting in reviewing the organizational structure and financial condition of the City of Hitchcock. The review and subsequent recommendations were designed to assist the city on a path of better efficiency in operations and management. January 2018.
- Assisting the Mayor and staff on development of the 2018-19 City budget, and TIRZ administration. 2018.
- Counseled Mayor on newly created City Administrator position and person selected on job description, benefits, and contract terms. 2019

√ **City of Humble, 2018**

- Facilitated a daylong planning session with Council and staff. Session includes establishment of a governance model, as well as establishing goals and priorities for the coming year. October 2018.

√ **City of Huntsville, 2006-08**

- In 2006 facilitated a staff leadership development program for the City Manager and his senior leadership team. Program includes a daylong retreat, goal setting and leadership program over ten sessions.
- Facilitated a City Council Retreat in April 2007 with discussion on development of a governance model for the Council to follow, vision, mission, and strategic goals in association with the recently completed Comprehensive Plan.
- Facilitated a second City Council Retreat in February 2008 to follow up on the activities of staff on the Action Plan, to determine if adjustments needed to be

made to the strategies developed in 2007 and to identify additional items the Council and staff should focus on soon.

√ **City of Hutto, 2021-23**

- Facilitated a one-day Governance session focusing on Council leadership, communication, expectations, vision, mission, and values. October 2021.
- Facilitated two half-day sessions reviewing the governance model and setting priorities for the upcoming fiscal year. March 2023.

√ **City of Ingleside, 2017**

- Facilitated a City Council planning session and provided follow up services with the staff to prepare an action plan. May 2017.

√ **City of Iowa Colony, 2006-24**

- Providing ongoing general city management consultation for Mayor and City Council. Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Oversaw the establishment of the City's Unified Development Code, including a sign ordinance, landscaping, lighting, zoning, subdivision, façade standards. Assisted in the creation of Investment Policies. Created a policy for the use of special districts. Assisted in the development and approval of various policies, ordinances and procedures to assist the city in its overall operations and management. Attends and prepares agendas for all City Council meetings.
- Work includes assistance with development issues, including development and approvals of agreements with developers for Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Assisted the City Council in analyzing the need for a Crime Control and Prevention District. Council appointed a Temporary Board. Worked with the Temporary Board to draft the required two-year plan and budget. The voters approved the creation of the District in May 2009. Coordinated the meetings of the Board acting as their staff liaison. The district was not approved for extension in a required election in 2013. It was placed on the ballot again in 2018 and was once again approved. Served as administrator for the CCPD Board of Directors until the new City Manager was employed.
- Serving as the administrator for Tax Increment Reinvestment Zone #2 and the Iowa Colony Development Authority. TIRZ #2 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares and a 100+ acre city park. Phase 1 and 2 of the park is open. In 2018, the Authority issued \$8.4 million in tax exempt TIRZ bonds to repay developer for public infrastructure, based on value growth within the TIRZ boundaries. In 2019, the Authority issued \$4.1 million in tax exempt TIRZ bonds for the same purpose as in 2018. In 2020 the Authority issued \$3.865 million in tax exempt TIRZ bonds. In 2021 the Authority issued \$6.105 million in tax exempt TIRZ bonds for the same purpose as in 2018. In 2022, the Authority issued over \$5m in tax exempt TIRZ bonds.

- Assisted in administration and reporting of a \$23,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Assisted in preparation of an Employee Handbook, implementation of their first computer-based accounting system financial policies, establishment of a police department and related policies and a municipal court. Assisted in the acquisition of the city's first web-based building permitting and inspection system. Established the first public works department. Established the city's first accounting management program, and the hiring of the first full time accountant.
- Assisted in adoption of the city's first tax rate in 2017.
- Prepared annual budgets 2014-15-16-17-18-19-20-21.
- Assisted the City in an annexation of a Municipal Utility District increasing population from approximately 1,500 to over 7,000. 2019.
- Facilitated the development of a Home Rule Charter coordinating the efforts of a fifteen-member Charter Commission. Charter approved by the voters in November 2020.
- Teamed with Marsh Darcy Partners to develop the city's first Comprehensive Plan, 2019-20.
- Serving as the Interim City Manager because of the approval by voters of the City Charter. The Charter was approved for the Council-Manager Form of Government. November 2020
- Facilitated/coordinated the selection of the first full time City Manager. Council hired first full time City Manager, July 19, 2021.
- Honored to have the property designated for future municipal facilities as the Ronald E. Cox Municipal Center, July 2021.
- Facilitated a governance session with City Council. October 2021
- Facilitated a planning session with Council and staff. March 2022. Provided follow up services to develop a staff Implementation Plan, March, April, May 2022.
- Facilitated a planning session devoted to governance and the development of their first Capital Improvements Plan. January 2023

√ **City of Kemah, 2015-19, 2021**

- Assisted Mayor and staff on administrative and management issues during the interim time in their search for a City Administrator, on a part time basis.
- Assisted in the review of applications for the City Administrator position and making recommendations to the Mayor and City Council during the search. Prepared revised organizational chart recommended an additional new position to reduce workload of City Administrator and allow that position to complete economic development activities.
- Coordinated the search for and selection of a newly created Community Services Director position.
- Coordinated the search for and selection of a City Secretary.
- Studied and made recommendations regarding uses of Hotel/Motel and Type B sales taxes.
- Provided governance and strategic planning session services in June 2016.
- Assisted the Mayor in working with the Chief of Police to develop a three-year performance plan and outline expectations of the position in July 2016.

- Met with Mayor and City Council to review the Governance Model established in 2016 and discuss progress on goals set in 2016. March 2019.
- Met with Mayor, public attendees and Council members to facilitate a discussion about issues and challenges facing the city. August 2021
- Met with staff to assist in interview for the Police Chief selection process. August 2021.
- √ **City of Kyle, 2022**
 - Facilitated a day and a half planning session with City Council and staff. February 2022.
- √ **City of La Marque, 2018-19**
 - Facilitated and assisted the City of La Marque in their search for a new City Manager. New City Manager successfully hired in March 2019.
- √ **City of La Porte, 2012-13, 2020, 2023**
 - In association with Alan Mueller Management, conducted an internal review and audit of the Planning Department. The Department consisted of planning, engineering, building and code enforcement divisions. The review culminated in a report to the City Council with over 75 recommendations for policy, process, and governance changes. 2012.
 - In March 2013 facilitated a staff retreat. The City Council and staff had met previously for a strategic planning session. This session with the senior staff only was designed to establish the staff leadership model, as well as begin the framework for an implementation plan.
 - Facilitated a Council/staff planning session to identify, prepare and adopt an updated strategic plan with an implementation plan. March 2020
 - Facilitated a Council/staff strategic planning session to identify, prepare and adopt an updated strategic and implementation plan. March-June 2023
- √ **City of Lago Vista, 2014-17**
 - Facilitated staff develop program for Executive Staff. Developed Leadership, Communication philosophy, as well as set the Core Values and Guiding Principles based on the City Manager's stated expectations. October 2014.
 - Facilitated Town Hall meeting to assist Council in providing a forum for citizens to discuss issues and the Council and staff to answer questions related to those issues. January 2015.
 - Facilitated a planning session with the City Council to confirm their governance model, as well as revise and refocus their strategic plan. Did follow up with staff on Action Plan. January - April 2015.
 - Facilitated a staff development session with City Manager's key staff. January 2017.
 - Facilitated a Council planning retreat in January 2017.
- √ **City of Lake Jackson, 2009-24**
 - Providing consultation to the City Council, Planning Commission and City staff in the revision of the City's Zoning Ordinance to allow Master Planned developments. This revision is to the Planned Unit Development (PUD) section of the ordinance.

- Assisted the City Council, Planning Commission and City staff in developing a Policy for the Use of Special Districts to assist the city in accepting projects that desire to use special districts as part of the development process.
 - Representing the City in negotiations with a developer for a master planned community. Assistance includes reviewing the plan as it relates to the PUD section of the Zoning Ordinance, and compliance with the Policy for the Use of Special Districts.
 - Facilitated a City Council and staff planning retreat to refresh the Council's Strategic Plan in February-March 2010.
 - Facilitated a second City Council and staff planning retreat in January-February 2011.
 - Facilitated a third City Council and staff planning retreat in January, February and March 2012.
 - Facilitated a fourth City Council and staff planning retreat in January-February 2013.
 - Facilitated a fifth City Council and staff planning retreat in January-February 2014.
 - Facilitated a sixth City Council and staff planning retreat in January-February 2015.
 - Facilitated a seventh City council and staff planning retreat in January-February 2016.
 - Facilitated the eighth City Council and staff planning retreat in January-February 2017.
 - Facilitated the ninth City Council and staff planning retreat in January-February 2018.
 - Facilitated the tenth City Council and staff planning retreat in January-February 2019.
 - Facilitated the eleventh City Council and staff planning retreat in January-February 2020.
 - Facilitate the twelfth City Council and staff planning retreat in January-February 2021.
 - Facilitated the thirteenth City Council and staff planning retreat in January-February 2022.
 - Facilitated the fourteenth City Council and staff planning retreat in March 2023.
 - Scheduled to facilitate the fifteenth City Council and staff planning session in March 2024.
 - Facilitated planning sessions for the Lake Jackson EDC in 2014, 2016, 2017, 2018, 2019.
- √ **City of League City, 2006-09, 2015, 2020, 2023**
- Provided general municipal consultation to the City Manager, particularly the preparation of the Capital Improvement Plan (CIP) to the City Council.
 - Facilitated a daylong goal setting retreat for the Mayor, City Council and Interim City Manager. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
 - Provided follow up with new City Manager on a consulting basis to assist him in his transition to the role from another city staff position.

- Facilitated a second day long retreat for the Mayor, City Council and City Manager in February 2009
 - Facilitated a third follow up retreat for the Mayor, City Council and City Manager in March 2009.
 - Facilitated a day-long community goals setting session (Town Hall setting) with follow up to staff. January 2015.
 - Scheduled to facilitate a day-long session with the Capital Projects Management Team with an eye toward identifying goals and methods for improving the team's ability to implement a multi-year capital projects program. (Project cancelled due to COVID-19)
 - Facilitated a day long governance and planning session with City Council and staff. April 2023
- √ **City of Leander, 2022**
- Facilitated a day-long session establishing a governance model, including leadership, communication, expectations, vision, and mission. January 2022.
 - Facilitated a day-long planning session with Council and staff. Met with staff to prepare an Implementation Plan. March, April, and May 2022.
 - Reviewed and made recommendations based on a Council driven survey to the City's executive team. The Council had determined their expectations of each other and what they believed the expectations of staff to be and asked the executive team to be surveyed on whether they meet their own expectations. July 2022.
- √ **City of Liberty, 2021**
- Facilitated a planning session with City Council and staff. Completed in April, 2021.
- √ **City of Manvel, 2006-18**
- Provided general city management consultation for Mayor and City Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Created a policy for the use of special districts.
 - Provided consultation and administration on Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
 - Participated as a part of a team of consultants in the preparation of a new Comprehensive Plan for the city that was adopted in January 2008. My work focused on the development of the Governance Element of the Comprehensive Plan, assisting the City Council and staff in identifying policy and administrative needs of the City as it continues to grow and expand.
 - In 2010, prepared a successful grant application for a Justice Assistance Grant (JAG) in the amount of \$68,000 from HGAC for three patrol vehicles to replace vehicles in the city's aging fleet. In 2012, prepared a second successful grant application for JAG in the amount of \$72,132 for replacement of all vehicle laptops and a digital fingerprinting system called LiveScan.

- Worked with a fifteen-member Charter Commission appointed by the Manvel City Council to draft the City's first City Charter. The Charter was adopted in May 2011.
 - Assisted in administration and reporting of a \$43,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
 - Served as Interim City Manager in 2011 assisting the City Council in the transition to the Council/Manager Form of Government in accordance with Charter requirements.
 - Successfully facilitated the recruitment and selection of the city's first City Manager in accordance with Charter requirements. City Manager hired January 2012.
 - Served until late 2018 as the administrator for Tax Increment Reinvestment Zone #3 and South Manvel Development Authority. TIRZ #3 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares, a major overpass over the railroad tracks and parks and open space.
 - Facilitated a planning retreat for the Mayor and City Council with follow up services provided to the city staff. May 2017.
- √ **City of Midland, 2009**
- Facilitated a daylong retreat with the City Manager and senior staff to develop a leadership philosophy for the upcoming budget and to develop the team approach for the new City Manager in March 2009.
 - Facilitated a two-day retreat with the City Council, City Manager and senior staff to discuss governance for the Council and assist the Council in setting long-range goals and short-term budget priorities in March 2009.
- √ **City of Mission, 2012**
- Facilitated a city staff retreat focusing on staff development, including developing a mission statement, leadership principles, strategic goals and objectives for the staff in February, with a follow-up session with staff in April 2012.
- √ **City of Mont Belvieu, 2018-2020**
- Prepared a Staffing and Growth Plan for Council adoption. Plan established benchmarks for growth in services and staffing from this point through build out of the community. Completed September 2018.
 - Facilitated a planning session with Mayor and City Council and key staff with follow-up services to the staff for implementation in July 2018.
 - Facilitated a second planning session with Mayor, Council, and staff in June 2019.
 - Facilitated a third planning session with Mayor, Council, and staff in October 2020.
- √ **City of Montgomery, 2008-10, 2022**
- Facilitated a City Council retreat focusing on long-range goals and principles of governance for the City in May 2008.
 - Assisted the city in working with an area developer to include the land to be developed in the City's ETJ.

- Facilitated a second daylong Council retreat assisting the Mayor and Council in recommitting to their principals of governance, reviewing the status of goals set in 2008 and setting new strategies and goals for the staff, June 2009.
- Facilitated a third daylong Council retreat assisting the Mayor and Council in reviewing their previous goals and strategies in June 2010.
- Facilitated a daylong Council planning session with the Mayor, Council and staff to revive their strategic plan. September 2021.
- Facilitated a second daylong Council/staff planning session to complete vision, mission, guiding principles and refine the strategic plan. June 2022.
- √ **City of Morgan's Point Resort, 2013**
 - Facilitated a City Council retreat focusing on long-range goals, and principles of governance for the City in July 2013.
- √ **City of Nassau Bay, 2008, 2022**
 - Assisted the City Manager in reviewing procedures and creating information packet on disaster recovery issues, particularly on calculating substantial damages to structures following Hurricane Ike. Provided additional follow up to calculate the costs to the City should a decision be made to buy out properties that are substantially damaged.
 - Facilitated a day-long planning session with the Tourism Committee and staff. February 2022. Provided follow up with staff to prepare an Implementation Plan. March 2022
- √ **City of Navasota, 2012-13, 2021**
 - In association with Marsh Darcy Partners, prepared an Economic Development Policy that focused on the use of economic development tools including the use of special districts. Approved February 25, 2013.
 - Facilitated a planning retreat for the Mayor and Council and staff in February 2021.
- √ **City of Northlake, 2012, 2023**
 - Made a presentation to the City Council and staff regarding special districts, their use, advantages, and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, June 2012.
 - Scheduled to facilitate a City Council and staff planning session. November 2023.
- √ **City of Oak Ridge North, 2019-20**
 - Provided mentoring services to the Interim City Manager to assist in her preparation for the permanent position. She was subsequently appointed City Manager. September 2019.
- √ **City of Pearland, 2007**
 - Worked with the city staff to prepare a Policy for the Use of Special Districts. This policy was adopted by the City Council and outlined the policies Council will follow when considering applications for municipal utility districts, tax increment reinvestment zones, and other type special districts.
- √ **City of Pflugerville, 2015**
 - Prepared an Economic Development Policy for the City. Working with a staff Committee, the City outlined the purpose for economic development in the City, developed its goals and areas of emphasis for seeking and negotiating with others

for economic development projects, and establishing a policy for the use of special districts within the City and its ETJ. September 2015.

√ **City of Pilot Point, 2019**

- Facilitated and provided follow up services a planning session with the Mayor and City Council. February 2019

√ **City of Port Lavaca, 2011-12, 2013-15**

- Facilitated a one-day retreat in January 2012 for city staff focusing on leadership principles, identifying challenges, and developing a plan of action for staff to resolve those challenges.
- Facilitated a combined council/staff retreat developing the Council's leadership principles and developing a strategic plan. Worked with the staff on developing an implementation plan. The combined council/staff strategic plan was adopted by City Council as the combined plan of action for the city. Council approved the Strategic Plan in May 2012.
- Facilitated a ½ day session with the city staff on leadership principles. The focus of the discussion was to develop a leadership plan using the book "On My Honor, I Will..." by Randy Pennington in August 2013.
- Facilitated a full day workshop with city staff on leadership principles. The focus of the discussion revolved around the principles in the book "Overcoming the Five Dysfunctions of a Team", by Patrick Lencioni in February 2014.
- Facilitated full day staff retreat focusing on issues and challenges related to the development of the Comprehensive Plan. May 2015.

√ **City of Richwood, 2007-08, 2016-19, 2023**

- Facilitated a Council and staff retreat focusing on long range strategic planning for the city.
- Provided general city management consultation for Mayor and City Council and staff.
- Facilitated and led a search for the new City Manager upon the retirement of the City Manager. Successfully completed search with the hiring of a new City Manager in January 2017.
- Facilitated a planning session with City Manager, Mayor and City Council in April 2017. Provided follow up services to the City Manager and staff to prepare an implementation plan. Made final report to the City Council.
- Facilitated a second planning session with the City Manager, Mayor and City Council in June 2018.
- Facilitated a third planning session with Mayor, City Council and City Manager in May 2019.
- Assisted the City Council in conducting a gap analysis for the Interim City Manager suitability for the City Manager position. August 2019.
- Facilitated a governance session for City Council training. June 2023.

√ **City of Rockport, 2014**

- Facilitated a daylong planning retreat with the City Council and staff. Focus will be on long range strategic planning and working with the city staff to provide a plan for implementation of identified strategies. January 2014.

√ **City of Rosenberg, 2007-08, 2017**

- Provided technical assistance to City Manager and staff regarding development issues including consultation on Municipal Utility Districts, Tax Increment Reinvestment Zones and development ordinances and regulations.
 - Facilitated a series of meetings with the code enforcement and inspections staff and supervisors to focus on their mission and customer service issues.
 - Facilitated a planning workshop with the Rosenberg Economic Development Corporation for long range strategic planning in 2008.
 - Scheduled to facilitate a governance workshop with Council, March 2017.
- √ **City of Round Top, 2023**
- Providing technical assistance to the City Council and staff as they conduct a community planning process. March-October 2023.
- √ **City of San Marcos, 2016**
- Facilitated a two-day Council Visioning Retreat with City Council, City Manager and City Management team. January 2016.
 - Facilitated one day follow up session with City Council, City Manager and City Management team. Verified strategies and policy initiative established in the January meeting. Completed final report. May 2016.
- √ **City of Sandy Point, 2006-09, 2015, 2018, 2019**
- Providing ongoing general city management consultation for Mayor and City Council. Work includes assistance with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones.
 - Assisted the City Council in the development and adoption of a land use and zoning plan and map, a Zoning Ordinance, a Policy for the Use of Special Districts and other general municipal issues.
 - Assisted the City in determining the optimum property needed for the City for a City Hall, park and other uses anticipating the City's growth. 2015.
 - Assisting the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019
- √ **City of Sealy, 2006-08, 2013-14**
- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council. 2007
 - Facilitated a Work Session discussion with the Mayor and City Council on governance, focusing on the relationship between the Mayor, Council and City Manager and staff.
 - Assisted with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
 - Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager, and staff in November 2013. Provided follow up services to develop an implementation strategy with staff.
- √ **City of Seabrook, 2008-09, 2014-18, 2021, 2023**

- Facilitated a retreat in concert Marsh Darcy Partners, for the Seabrook Economic Development Corporation. This retreat focused on the mission and priorities of the SEDC for 2008-09.
 - Facilitated a daylong planning retreat in April 2014 for City Council and staff. The session defined their governance model, vision and mission, and set strategies for the future. Worked with staff on preparation of an implementation plan.
 - Facilitated a second daylong planning retreat in April 2015 for City Council and staff.
 - Facilitated a third daylong planning retreat in April 2016 for City Council and staff. Worked with staff to prepare implementation plan.
 - Facilitated a fourth daylong planning retreat in July 2018 for City Council and staff.
 - Facilitated a day-long governance session for Council. November 2022.
 - Facilitated a day-long planning session for Council and staff. Provided follow up services to assist staff in development of an implementation plan. February 2023.
- √ **City of Shenandoah, 2006-08**
- Facilitated a staff leadership development program for the City Manager and senior leadership team. Program included a daylong retreat, goal setting and action plan, and leadership program over ten sessions. The leadership program was based on the book “On My Honor, I Will...” by Randy Pennington.
 - Facilitated two one-half day retreats with the City Council discussion the city’s vision, mission, and goals for their future in 2006-7.
- √ **City of Shoreacres, 2012-13**
- Facilitated a Council orientation session in June 2012 focusing on the governance model for the Mayor and City Council. This session to focus on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Administrator and his staff.
 - Provided coaching services to the Mayor to assist her in managing her duties as Mayor in her day-to-day activities, as well as managing the meetings in a more efficient manner.
 - Facilitated a planning retreat in late June 2012 for the City Council and City staff. Council established their governance model and strategic objectives for the coming year.
 - Special project to revise the administrative disciplinary procedures for the City, March 2013.
 - Prepared salary survey for selected positions, May 2013.
- √ **City of Spring Valley, 2017**
- Engaged by the City to provide search services for a City Administrator. City Council hired their interim City Administrator to the full-time position. Assisted the Mayor and Council in determining fair compensation for position. Facilitated a session with the Mayor, City Council, City Administrator to define a governance model and expectations for moving forward as a team. June 2017.
- √ **City of Simonton, 2019-20**
- Facilitated a day-long planning session with the City Council and Economic Development Corporation and assisted staff in the implementation phase of the session. 2020.

- √ **City of Tomball, 2016, 2019**
 - Facilitated one-day planning retreat with Mayor, City Council, and key staff. March 2016.
 - Facilitated a second planning process for Mayor, City Council, and key staff. June 2019
- √ **City of Victoria, 2012-15**
 - Provided ongoing consulting services related to the development of a Municipal Utility District and related agreements.
 - Development of a policy for the use of special districts, adopted in August 2013.
- √ **City of Vinton, 2015**
 - Facilitated planning retreat for City Council. Sessions included establishment of governance model, as well as establishing goals and priorities for the coming year. March and April 2015.
- √ **City of Waller, 2007-12-14**
 - Providing ongoing assistance for community development issues, including consultation on policies and procedures for the use of Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
 - Facilitated a planning retreat in August 2012 for the City Council and staff focusing on implementation and updating of various plans already approved and setting priorities for the next five years.
 - Facilitated a second planning retreat in July 2014 for City Council and staff focused on reviewing the 2012 Strategic Plan, adjusting and developing a 2014 Strategic Plan.
- √ **City of Westlake, 2012-14**
 - Provided facilitation services for a series of staff development and leadership sessions based on the High-Performance Organization model with the City Manager and the leadership of the Westlake Academy. Westlake Academy is a city operated Charter School, which utilizes the International Baccalaureate (IB) World curriculum. Initial session was conducted September 30, 2012.
 - Facilitated governance session with the City Council in May 2013.
 - Facilitated governance session with the City Council again in May 2014.
- √ **City of Wichita Falls, 2024**
 - Scheduled to facilitate a planning session for Mayor, City Council and city management. January 2024.
- √ **City of Willis, 2013-16, 2018-19**
 - Facilitated a Council planning retreat January of 2013. This retreat focused on the governance model, as well as developing a series of strategies for the future. A staff implementation plan was developed.
 - Facilitated a planning retreat in July 2014 with the joint boards of the 4A and 4B economic development corporation boards.
 - Facilitated a refresh planning session for the EDC in 2018.
- √ **City of Yoakum, 2014**
 - Facilitated two half-day sessions with the City Council in retreat setting in March 2014. The session focused on the Council's governance model and setting strategies and goals for the upcoming year. Worked with the staff in follow up to

the retreat to develop a framework for the implementation of the strategies and goals.

Special Districts and/or Associations

- √ **Copperas Cove Economic Development Cooperation, 2011**
 - Facilitated a Board Retreat in March 2011 with discussion on development goals and strategies for the Board and the CCEDC management team. Program included a one-day retreat, strategy setting and for the Board and work with the CCEDC staff to develop an implementation plan.
- √ **Richmond Development Corporation, 2012-13**
 - Facilitated a retreat with the Board of the RDC. This retreat focused on the governance model they agreed to use in their efforts and preparation of the first ever Strategic Plan. Followed up with the City staff working to develop an Action Plan for the Strategic Plan.
- √ **Lake Jackson Economic Development Corporation, 2015-19**
 - Facilitated Economic Development Corporation planning session to define, Mission and Goals. Session 1, October 2014. Session 2, January 2015.
 - Facilitated a follow up planning session for the Economic Development Corporation, August 2016.
 - Facilitated third planning session for EDC, August 2017.
- √ **Willis Economic Development Corporation, 2014 and 2018**
 - Facilitated a planning session with the two Willis Type A and Type B corporations. The Willis Community Development Corporation (Type B) and the Willis Economic Development Corporation (Type B). Facilitated a combined planning session. Each Corporation prepared a Mission statement unique to their respective mission, goals and strategies unique to their organizations.
 - Facilitated a second planning session with the Willis Economic Development Corporation (Type A) in October 2018.
- √ **Gulf Coast Authority (formerly Gulf Coast Waste Disposal Authority), 2018-19**
 - Facilitated a day-long planning session with the Board. The primary goal was to establish a governance model for the Board. October 2018
 - Facilitated a second session reviewing the governance model and setting short- and long-term goals for the Board. October 2019
- √ **Gulf Coast Water Authority, 2012-18**
 - Provided personnel services. In association with Davidson and Associates, revised and adopted a new Employee Handbook (Personnel Policies) with Administrative Procedures; prepared and adopted an Employee Pay Plan; prepared a Certificate and Incentive Pay Policy; provided training to employees on the above documents and on employment law issues; updated Performance Review policies and procedures including a pay for performance plan and revised evaluation forms.
 - Reviewed and revised all job descriptions. 2015.
 - Prepared a Succession and Organizational Development Plan. Utilized a specially appointed employee planning team to identify issues and develop solutions to the need for a succession plan and organizational development for leadership in the organization. 2014-2015

- Facilitated Board retreat in June 2013, January 2014, July 2014, July 2015, June 2016.
- Prepared updated job descriptions for all employment positions. 2015.
- Began the process for preparing an Organizational and Facilities Needs Plan. First phase of project to meet with Accounting Department staff and develop a organization plan identifying major responsibilities of the department and assisting the staff in defining roles of staff and identifying what new staff might be needed. 2015-16.
- Facilitated a staff planning retreat in March 2016.
- Facilitated the creation of a Deputy General Manager position with the General Manager and Board in April 2016.
- Facilitated and coordinated the successful search and selection of the Assistant General Manager (General Manager select). December 2017.
- √ **U.S. Attorney's Office, Southern District of Texas, 2009-11**
 - Provided expert witness services to the U.S. Attorney's Office related to Tax Increment Reinvestment Zones (TIRZ) related to a federal lawsuit.
- √ **Bay Area Transportation Partnership, 2010**
 - Facilitated in concert with Marsh Darcy Partners a one-half day retreat with member of Bay Tran in August 2010. This retreat focused the participants in identifying transportation issues within the Bay Tran service area as a first step in preparing a Legislative Agenda for the organization.
- √ **Texas Coalition for Affordable Power, 2011-12, 14**
 - Facilitated a two-day retreat with the Board and Executive Director of TCAP in September 2011. This retreat focused on organizational needs of the new organization, expectations of the Board and staff, and strategic goals designed the start the organization on the right path for success. Provided follow up services to the staff assisting in the preparation of an implementation plan for the strategies.
 - Facilitated a second one-day retreat with the Board and Executive Director of TCAP in September 2012. This retreat focused on providing follow up to the Board and staff confirming the organization and leadership expectations, guiding tenets and vision statement. In addition, the Board reviewed the strategies, developed revised and new strategies, assigned the strategies to Board committees for oversight of implementation, and heard committee reports.
 - Facilitated a third one-day retreat with the Board to update their strategic plan and focus on specific issues identified by the staff and planning team. November 2014.
- √ **Texas Municipal League Intergovernmental Risk Pool, 2014-24**
 - Facilitated a daylong retreat with the Risk Pool Board and staff. Focused on strategies dealing with several long-term issues and challenges before the Board. January 2014. Provided follow up services to the staff to develop the implementation plans resulting from the retreat.
 - Facilitated a daylong planning and training retreat for the Board. January 2015.
 - Facilitated a daylong planning retreat for the Board. January 2016.
 - Facilitated a daylong planning retreat for the Board. January 2017.
 - Facilitated a daylong planning retreat for the Board. January 2018.
 - Facilitated a daylong planning retreat for the Board. January 2019.

- Facilitated a daylong planning retreat for the Board. January 2020.
- Scheduled to facilitate planning retreat for the Board. January 2021. (Cancelled due to COVID-19 pandemic).
- Facilitated a daylong planning retreat for the Board. January 2022.
- Facilitated a daylong planning retreat for the Board. January 2023.
- Scheduled to facilitate a daylong planning retreat for the Board. January 2024.
- √ **Harris Galveston Subsidence District, 2013**
 - Provided facilitation and search services to assist the Board of Directors in the selection of a General Manager to replace the retiring General Manager after over 30 years of service. April-August 2013.
- √ **Texas Association of Water Board Directors, 2015**
 - Provided facilitation services and follow up services to assist the Board of Directors in establishing their long-range plan and governance model. This Texas Association consists of Board members from water, municipal and other special purpose districts.
- √ **Texas Municipal League – Staff Management Team, 2016, 2017**
 - Facilitated a day and a half planning retreat for the TML staff, December 2016.
 - Facilitate a day and half planning retreat for the TML staff, December 2017.
- √ **Sander Engineering, 2017**
 - Provided consulting services to assist the firm in determining its governance model and succession plan for the future of the firm.
- √ **Galveston County Water Control and Improvement District (WCID) #1, 2018, 2023**
 - Successfully provided and completed search services for the General Manager position, September 2018.
- √ **Fort Bend Municipal Utility District 131, 2021**
 - Facilitated a one-day planning session and follow-up services with the Board of Directors. January 2021.
- √ **Friends of Downtown Friendswood Association, 2021**
 - Facilitated a half-day session with the Board of Directors of this nonprofit association, setting a clear vision, and process for moving the organization forward. April 2021
- √ **Friendswood Historical Society, 2021**
 - Facilitated a half-day session with the Board of Directors of this nonprofit association, reviewing the mission and establishing a work program and strategy for 2021. June 2021
- √ **VARC 2022**
 - Facilitated a day long planning session with the leadership of VARC. January 2022.
 - Facilitated a second session with staff focusing on the DISC temperament inventory. March 2022.
- √ **Texas City Management Association 2023**
 - Scheduled to facilitate a day-long planning session with the TCMA Board, Committee Chairs. April 2023

Other Presentations and Programs

- √ **GFOAT, 2015**
 - Presentation with League City Finance Director regarding special districts and their role in city government. September 2015
- √ **HGAC, 1995-2023**
 - Provided presentations annually since 1995 at the HGAC Newly Elected Officials Workshop discussing roles and responsibilities of elected and appointed officials and other governance principles.
- √ **International City/County Management Association (ICMA), 2020**
 - Participated in a training webinar on Council-Staff Relationships, May 2020
- √ **National League of Cities – Risk Information Sharing Consortium (NLC-RISC), 2016**
 - Provided facilitation services at two sessions of the NLC-RISC National Trustees Conference in San Antonio, May 2016.
- √ **TCMA, 2012, 2014, 2015, 2016, 2017, 2018, 2020, 2022, 2023**
 - Provided a presentation on balancing work and family life to participants at the TCMA King Cole Workshop, March 2012.
 - Participated in a panel presentation on special districts and their role in city government to city management participants at the TCMA Annual meeting, June 2012
 - Planned for discussions with the City of Westlake on the development of their staff using the High-Performance Organization model. June 2014.
 - Presentation to the City Manager’s Problems Clinic, Salado, Texas on the transition of a city manager into consulting and retirement. February 2015.
 - Presentation on Succession Planning to City Manager’s Problems Clinic, February 2016.
 - Presentation on Succession Planning to TCMA Annual Conference. June 2016.
 - Facilitated session with past Presidents of TCMA at TCMA Annual Conference. June 2017.
 - Presented a session on Council-Manager Relations at TCMA Annual Conference, June 2018.
 - Presented a session on Council-Manager Relations to the TCMA Region 8 City Managers in Alamo Heights, September 2018
 - Scheduled to present a session on leadership to the King Cole Workshop, March 2020 (cancelled due to COVID-19).
 - Presented at ICMA/TCMA coaching webinar on Managing and Mastering Council Staff Relations, along with two other presenters (audience approximately 300), May 2020.
 - Presented at the 2022 TCMA Annual Conference to discuss planning and strategic sessions in small cities throughout Texas. June 2022
 - Member Professional Development Committee, 2011-18.
 - Member TCMA 100-year anniversary planning committee. 2023
 - Facilitated the bi-annual Strategic Planning process for the TCMA Board and staff. April 2023
- √ **TML, 2015, 2019**
 - Presentation at TML Annual Conference with Mayor of Kilgore, and City Manager of Kyle regarding the development of high functioning City

Council/City Management relationships providing practical tips for working better together as a team. September 2015.

- Presentation at TML Annual Conference with Mayor and Council of Hallsville, City Manager of Navasota on hiring city managers in small cities. October 2019.

√ **Lorman Seminar, 2012**

- Participated in a panel presentation on special districts and their role in city government to participants at a Lorman sponsored seminar, July 2012. Participants in the seminar included attorneys, developers, city government and others.

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 6

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-19 adopting the 2018 Edition of the International Plumbing Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: State mandates require municipalities to adopt building codes of 2012 or greater. The City Currently uses the 2009 Edition of the International Plumbing Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-19

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance - Number 2023-19 Resolution - Number _____ Other - Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2018 INTERNATIONAL PLUMBING CODE, REVISING CHAPTER 31, SEC. 31-1. – UNIFORM PLUMBING CODE ADOPTED; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION OF THE CAPTION ONLY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2018 edition of the International Plumbing Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing Chapter 31 – Plumbing Code, Sec. 31-1 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the International Plumbing Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Plumbing Code of the City of Groves, in the State of Texas regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems as herein

provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Plumbing Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 31.1. - Uniform Plumbing code adopted.

The City of Groves hereby adopts the 2018 edition of the International Plumbing Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing Chapter 31 – Plumbing Code, Sec. 31-1 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That Sec. 31-1 of the Uniform Plumbing Code of the City of Groves entitled and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Plumbing Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance

hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 7

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-20 adopting the 2018 Edition of the International Building Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: State mandates require municipalities to adopt building codes of 2012 or greater. The City Currently uses the 2006 Edition of the International Building Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-20

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number 2023-20 Resolution – Number _____ Other – Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2018 INTERNATIONAL BUILDING CODE, REVISING ARTICLE II. – INTERNATIONAL BUILDING CODE. CHAPTER 28, SEC. 28-13 – INTERNATIONAL BUILDING CODE ADOPTED; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION BY PUBLISHING THE CAPTION ONLY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2018 edition of the International Building Code, regulating and governing the construction, alteration, repair, use and occupancy, location, maintenance, removal and demolition of every building, structure or premises not expressly covered by the International Residential code in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing Sec. 28-13 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the International Building Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Building Code of the City of Groves, in the State of Texas for regulating and governing the construction, alteration, repair, use and occupancy, location, maintenance, removal and

demolition of every building, structure or premises not expressly covered by the International Residential Code in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Building Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 28.13. – International Building Code adopted.

The City of Groves hereby adopts the International Building Code, 2018 edition, as published by the International Code Council, as the Building Code of the City of Groves, in the State of Texas for regulating and governing the construction, alteration, repair, use and occupancy, location, maintenance, removal and demolition of every building, structure or premises not expressly covered by the International Residential code in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Building Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance; repealing the prior adopted version of Sec. 28.13. – International Building Code Adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That Sec. 28-2 of the International Building Code of the City of Groves entitled and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the

remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Groves Building Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 8

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-21 adopting the 2018 Edition of the International Residential Construction Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: State mandates require municipalities to adopt building codes of 2012 or greater. The City currently uses the 2006 Edition of the International Residential Construction Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-21

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number 2023-21 Resolution – Number _____ Other – Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2018 INTERNATIONAL RESIDENTIAL CODE, REVISING ARTICLE III. – GROVES RESIDENTIAL CONSTRUCTION CODE. CHAPTER 28, SEC. 28-22 – INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS ADOPTED; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION BY PUBLISHING THE CAPTION ONLY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2018 edition of the International Residential Code, regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing the prior adopted Sec. 28-22. – International Residential Code for One- and Two-Family Dwellings adopted. of the City of Groves Residential Construction Code and all other ordinances or parts of laws in conflict therewith.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the International Residential Code, 2018 edition, as published by the International Code Council, be and

is hereby adopted as the Residential Construction Code of the City of Groves, in the State of Texas for regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Groves Residential Construction Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Sec. 28-22. – International Residential Code for One- and Two-Family Dwellings adopted.

The City of Groves hereby adopts the International Building Code, 2018 edition, as published by the International Code Council, as the Building Code of the City of Groves, in the State of Texas for regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Residential Construction Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance; repealing the prior adopted version of Sec. 28-22. – International Residential Code for One- and Two-Family Dwellings adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That Sec. Sec. 28-22. – International Residential Code for One- and Two-Family Dwellings adopted of the City of Groves entitled and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Groves Residential Construction Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 9

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-22 adopting the 2023 Edition of the National Electric Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: State Electrical Board mandates require that each municipality adopts the same code edition as the State of Texas. The City currently uses the 2002 Edition of the National Electric Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-22

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance - Number 2023-22 Resolution - Number _____ Other - Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2023 NATIONAL ELECTRICAL CODE, REVISING ARTICLE VI. STANDARDS AND SPECIFICATIONS, SEC. 29-25. – INSTALLATION STANDARDS GENERALLY; ADOPTION OF CODE; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION BY PUBLISHING THE CAPTION ONLY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2023 edition of the National Electrical Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of electrical systems and installations in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing, Sec. 29-25 - Installation standards generally; adoption of code of the City of Groves and all other ordinances or parts of laws in conflict therewith. The City of Groves further wishes that this ordinance will automatically adopt the National Electrical Code adopted by the State of Texas as it is updated from year to year.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the National Electrical Code, 2023 edition, be and is hereby adopted as the Electrical Code of the City of Groves,

in the State of Texas regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of electrical systems as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Electrical Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance. Section 29-25 of this ordinance will automatically adopt the National Electrical Code adopted by the State of Texas as it is updated from year to year.

Section 2. The following sections are hereby revised:

Section 29-25. – Installation standards generally; adoption of code.

The City of Groves hereby adopts the 2023 edition of the National Electrical Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of electrical systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing the portions of Sec. 29-25(b) that referenced the 2002 National Electrical Code, Sec. 29-25 of the City of Groves and all other ordinances or parts of laws in conflict therewith. Further, the City of Groves automatically adopts the National Electrical Code adopted by the State of Texas as it is updated from year to year.

Section 3. That the provisions of Sec. 29-25(b) of the National Electric Code of the City of Groves referencing the 2002 National Electrical Code, and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the

remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Electrical Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 10

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-23 adopting the 2018 Edition of the International Maintenance Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C THIBODEAUX

Explanation of Item: State mandates require municipalities to adopt building codes of 2012 or greater. The City currently uses the 2006 Edition of the International Maintenance Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-23

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number 2023-23 Resolution – Number _____ Other – Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, REVISING CHAPTER 30, SEC. 30-2 – INTERNATIONAL PROPERTY MAINTANCE CODE; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION BY PUBLISHING THE CAPTION ONLY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2018 edition of the International Property Maintenance Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing Chapter 30 – International Property Maintenance Code, Sec. 30-2 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the International Property Maintenance Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Groves, in the State of Texas for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things

and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 30.2. – International Property Maintenance Code adopted.

The City of Groves hereby adopts the International Property Maintenance Code, 2018 edition, as published by the International Code Council, as the Property Maintenance Code of the City of Groves, in the State of Texas for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance; repealing Chapter 30 – Property Maintenance Code, Sec. 30-2 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That the prior adopted Sec. 30-2 of the International Property Maintenance

Code of the City of Groves and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Groves Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 11

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-24 adopting the 2018 Edition of the International Mechanical Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C. THIBODEAUX

Explanation of Item: State mandates require municipalities to adopt building codes of 2012 or greater. The City currently uses the 2006 Edition of the International Mechanical Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: Ordinance 2023-24

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance - Number 2023-24 Resolution - Number _____ Other - Specify: _____

Signed: [Signature] Date: 11/15/23 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE 2018 INTERNATIONAL MECHANICAL CODE, REVISING CHAPTER 32, SEC. 32-1 – INTERNATIONAL MECHANICAL CODE; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION OF THE CAPTION ONLY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the 2018 edition of the International Mechanical Code, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing Chapter 32 – International Property Maintenance Code, Sec. 32-1 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

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

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official, being marked and designated as the International Mechanical Code, 2018 edition, , as published by the International Code Council, be and is hereby adopted as the Mechanical Code of the City of Groves, in the State of Texas regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems as herein

provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Mechanical Code on file in the office of the building official of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 32.1. – International Mechanical Code adopted.

The City of Groves hereby adopts the International Mechanical Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Mechanical Code of the City of Groves, in the State of Texas regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Mechanical Code on file in the office of the building official of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance; repealing Chapter 32 – Mechanical Code, Sec. 32-1 of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That Sec. 32-1 of the International Mechanical Code of the City of Groves entitled and all other ordinances or parts of laws in conflict herewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Groves hereby declares that it would have passed

this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Groves Mechanical Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

The foregoing ordinance, including all the provisions thereof, is hereby approved as

to form and legality.

Brandon P. Monk, City Attorney

City of Groves
Agenda Item Information Form

Council Meeting Date: 11/20/2023 Department: Building Official Agenda Item No. 12

Title for Item (same as to be placed on Agenda): Consider and approve Ordinance 2023-25 adopting the Energy Efficiency Chapter of 2018 International Residential Code and the 2020 International Energy Conservation Code.

Party(ies) requesting placement of this item on the agenda: Building Official Don Pedraza

Submitted to City Manager's Office on: Date: 11/14/23 Time: 1:30 p.m. By: C THIBODEAUX

Explanation of Item: State Electrical Board mandates require that each municipality adopts the same code edition as the State of Texas. The City currently uses the 2001 Edition of the Energy Efficiency Chapter and 2001 Edition of the International Energy Conservation Code.

Deadline for Approval: Immediately.

Staff Recommendation: The newest code edition has up-to-date standards to ensure the health and safety of our citizens.

Alternative (if any) for consideration: _____

Identify any attachments to this document: 2023-25

Specific Council Action Requested: None (Information item only) _____ Motion X
Ordinance – Number 2023-25 Resolution – Number _____ Other – Specify: _____

Signed: [Signature] Date: 11-15-2023 Approved: [Signature] Date: 11/15/23
Department Head City Manager

FUNDING (IF APPLICABLE)

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

PAYMENT REQUEST

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

ACTION TAKEN BY COUNCIL

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

ORDINANCE NO. 2023-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GROVES, TEXAS, ADOPTING THE ENERGY EFFICIENCY CHAPTER OF THE 2018 INTERNATIONAL RESIDENTIAL CODE AND THE 2020 INTERNATIONAL ENERGY CONSERVATION CODE, REVISING ARTICLE IV. – BUILDING ENERGY EFFICIENCY PERFORMANCE STANDARDS, SEC. 28-24 – ENERGY EFFICIENCY CHAPTER OF THE INTERNATIONAL RESIDENTIAL CODE ADOPTED; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR PUBLICATION BY PUBLISHING THE CAPTION ONLY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Groves, Texas, is a home-rule city of the State of Texas, located in Jefferson County, Texas, created according to, and operating in accordance with, the laws of the State of Texas; and

WHEREAS, the City of Groves wishes to adopt the energy efficiency chapter of the 2018 edition of the International Residential Code and the 2020 edition of the International Energy Conservation Code, regulating and governing energy-efficient building envelopes and installation of energy-efficient mechanical, lighting and power systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; repealing the prior adopted Sec. 28-24. – Energy efficiency chapter of the International Residential Code adopted and Sec. 28-25. – International Energy Conservation Code adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith.; providing for the issuance of permits and collection of fees therefor; repealing the prior adopted Sec. 28-24. – Energy efficiency chapter of the International Residential Code adopted. and Sec. 28-25. – International Energy Conservation Code adopted and all other ordinances or parts of laws in conflict therewith.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE

CITY OF GROVES:

Section 1. That a certain document, three (3) copies of which are on file in the office of the office of the building official of City of Groves, being marked and designated as the energy efficiency chapter of the 2018 edition of the International Residential Code and the 2020 edition of the International Energy Conservation Code, as published by the International Code Council, be and is hereby adopted as the Residential Construction Code of the City of Groves, in the State of Texas for regulating and governing energy-efficient building envelopes and installation of energy-efficient mechanical, lighting and power systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Building Energy Efficiency Performance Standards on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Sec. 28-24. – Energy efficiency chapter of the International Residential Code adopted.

The City of Groves hereby adopts the energy efficiency chapter of the International Residential Code, 2018 edition, as published by the International Code Council, as the Energy Efficiency Chapter standard to achieve energy conservation in single-family residential construction of the City of Groves, in the State of Texas for regulating and governing energy-efficient building envelopes and installation of energy-efficient mechanical, lighting and power systems in the City of Groves; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Building Energy Efficiency Performance Standards on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and

changes, if any, prescribed in Section 2 of this ordinance; repealing the prior adopted version of Sec. 28-24. – Energy efficiency chapter of the International Residential Code adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Sec. 28-25. – International Energy Conservation Code adopted.

The City of Groves hereby adopts the International Energy Conservation Code, 2020 edition, as published by the International Code Council, as the Building Energy Efficiency Performance Standard of the City of Groves, in the State of Texas for regulating and governing energy-efficient building envelopes and installation of energy-efficient mechanical, lighting and power systems in the City of Groves in all other residential, commercial, and industrial construction other than single-family residential construction; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Building Energy Efficiency Performance Standards on file in the office of the City of Groves are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance; repealing the prior adopted version of Sec. 28-25. – Sec. 28-25. – International Energy Conservation Code adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith.

Section 3. That the prior adopted Sec. 28-25. – International Energy Conservation Code adopted of the City of Groves and all other ordinances or parts of laws in conflict therewith are hereby repealed.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Groves hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or

more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Building Energy Efficiency Performance Standards hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 6. That the City Clerk of the City of Groves is hereby ordered and directed to cause this legislation to be published. That this ordinance shall be in effect from and after its passage and publication of the caption only one (1) time in a newspaper of general circulation in the City of Groves, within ten (10) days after the passage thereof, as required by the City Charter.

Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Groves held on the 20th day of November, 2023.

Chris Borne, Mayor

ATTEST:

Clarissa Thibodeaux, City Clerk

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

Brandon P. Monk, City Attorney