

**MINUTES OF THE
CITY COMMISSION OF THE CITY OF PAMPA, TEXAS
WORK SESSION, COMMISSION ORIENTATION/TRAINING
TUESDAY MAY 18, 2021**

CALL TO ORDER: Mayor Lance DeFever at 9:00 a.m.

PRESENT:

Lance DeFever	Mayor
Paul Searl	Commissioner
Brian Doughty	Commissioner
Jimmy Keough	Commissioner
Bryan Fisher	Commissioner

ABSENT: None

STAFF:

Shane Stokes	City Manager
Bryan Guymon	City Attorney
Karen Price	City Secretary
Robin Bailey	Finance Director
Dustin Miller	Community Services Director
Gary Turley	Director Public Works
Lance Richburg	Chief of Police
Greg Lee	Fire Chief
Theresa Daniels	Asst. Finance Director
Wes Schaffer	Emergency Mgt. Coordinator
Kevin Webb	IT Manager

VISITORS: None

NEWS MEDIA: None

INVOCATION: Shane Stokes City Manager

PUBLIC COMMENTS: None

WORK SESSION:

History and Introduction of Division Directors – Shane Stokes

Division Director – Departments and Responsibilities

Shane Stokes – Division Directors, Administration and Emergency Management
Chief Greg Lee – Fire Department
Chief Lance Richburg – Police Department, 911 Dispatch Services and Animal Services
Robin Bailey – Finance, Human Resources, Municipal Court, IT and Utility Billing
Dustin Miller – Rental Facilities, Library, Golf Course, Building & Grounds and Parks
and Recreation
Gary Turley – Solid Waste, Streets, Engineering, Jacobs-Water Treatment, Code
Enforcement and Utility Construction

Budget (Part 1)/CAFR – Robin Bailey, Finance Director

Texas Open Meeting /Public Information Acts Training – Bryan Guymon, City Attorney

12:00 p.m. – 1:00 p.m. – Lunch

HR Paperwork Completed – Jodi Allen, Payroll/HR Coordinator

Ethics, Staff-Commission Relations – Bryan Guymon, City Attorney

Budget (Part 2) – Theresa Daniels, Asst. Finance Director

Conclusion – Shane Stokes, City Manager

Legislative Session Update
Public Information Officer/Social Media
Pampa Economic Development Corporation-PEDC
Canadian River Municipal Water Authority – CRMWA
Gray County – Working Relationship

Emergency Management- Wes Schaffer- PowerPoint

Technology/IT Training – Kevin Webb, IT Manager

Conclusion (continue) – Shane Stokes, City Manager

Travel/Local Events
SGR Training (Via Zoom) – June 23rd & 24th 6 pm to 9 pm

Goal Setting – Shane ask Mayor and Commissioners to share 1 or 2 of their goals that would like to achieve while serving as Commissioners.

- Commissioner Fisher – Better understanding of the budgeting process.
- Commissioner Searl – Putting more focus on the Public Safety Departments Fire and Police.
- Mayor DeFever – Encouraging more positivity toward Pampa and more community involvement in government.
- Commissioner Keough – A salary succession plan for City Employees so that the City can keep the good employees they have trained.
- Commissioner Doughty – Good Stewardship of what the Citizens have entrusted to him.

ADJOURNED:

There being no further business on the Work Session Agenda, the meeting was adjourned at 3:57 p.m. by Mayor Lance DeFever.

Karen L. Price, City Secretary

Lance DeFever, Mayor