



**Regular Meeting of the
Pampa City Commission
November 13, 2023
4:00 p.m.**

Lance DeFever, Mayor

Paul Searl, Commissioner Ward 1

Brian Doughty, Commissioner Ward 2

Jimmy Keough, Commissioner Ward 3

Jimmy Reed, Commissioner Ward 4

Shane Stokes, City Manager

Barbara Stucker, City Secretary

Bryan J. Guymon, City Attorney



CITY COMMISSION AGENDA
REGULAR MEETING
4:00 PM, NOVEMBER 13, 2023

CITY COMMISSION CHAMBERS
CITY HALL, 201 W. KINGSMILL
PAMPA, TEXAS

CALL TO ORDER

INVOCATION

PLEDGES TO THE FLAGS

PUBLIC COMMENTS:

Citizens who have signed up to speak to the City Commission will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the Agenda, Commission Members and City Staff are prevented from discussing the subject and may respond only with statements of factual information or existing City policy. Each Citizen is limited to three (3) minutes for their presentation to the City Commission.

The City Commission reserves the right to adjourn into Executive Session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

REPORT: Liz Woods of the Emergency Service Unit (ESU) will present the 2022-2023 Annual Report

AUTHORIZATIONS BY CITY COMMISSION:

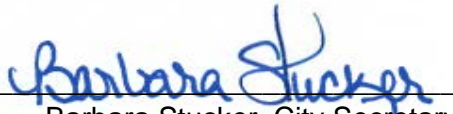
1. Consider approving the minutes of the October 9, 2023, Regular Commission Meeting.
2. Consider approving the List of Disbursements dated September 2023.
3. Consider adopting Resolution No. R23-020, casting the City of Pampa's votes for the Board of Directors of the Gray County Appraisal District.
4. Consider adopting Resolution No. R23-021, adopting a Procurement Policy for the City of Pampa.
5. Consider approving on first reading Resolution No. R23-023, approving an Economic Development Agreement and forgivable loan/grant from the Pampa Economic Development Corporation to CMBL, LLC.
6. Consider approving on first reading Ordinance No. 1795, revising the City of Pampa's Personnel Policies and Procedures Manual.
7. Consider approving on first reading Ordinance No. 1796 amending the City of Pampa's Records Management Program.
8. **EXECUTIVE SESSION:** The City Commission will convene into closed session in accordance with Texas Local Government Codes 551.071 – Consultation with Attorney; 551.072 – Deliberations regarding real property; and 551.087 – Deliberations regarding economic development.

RECONVENE: The City Commission will reconvene into open session to act, if necessary, regarding matters discussed during Executive Session.

ADJOURN

CERTIFICATION

I certify that the above Agenda was posted on the officially designated bulletin board of City Hall during normal business hours and posted on the City of Pampa's website on **NOVEMBER 10, 2023, BEFORE 4:00 P.M.** and remained so posted continuously for 72 hours proceeding the scheduled time of the said meeting.


Barbara Stucker, City Secretary

ACCESSABILITY STATEMENT

In compliance with the Americans with Disabilities Act, the City of Pampa will provide for reasonable accommodations for persons attending City Commission meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Barbara Stucker, City Secretary, at (806) 669-5750. City Hall is wheelchair accessible. Entry is on the West side of the building.



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

REPORT:

ITEM/PROJECT: ESU ANNUAL REPORT

MEETING DATE: November 13, 2023

DESCRIPTION: Liz Woods of the Emergency Service Unit (ESU) will present the 2022-2023 Annual Report.



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 1

ITEM/PROJECT:	MINUTES
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider approving the minutes of the October 9, 2023, Regular Commission Meeting.
STAFF CONTACT:	Barbara Stucker, City Secretary
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Minutes take effect after Commission approves.
RECOMMENDED ACTION:	Staff recommends Commission approve the minutes of the October 6, 2023, Regular Commission Meeting.
RECOMMENDED MOTION	I make a motion to approve the minutes of the October 9, 2023, Regular Commission Meeting, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Minutes of the October 9, 2023 meeting attached.

**MINUTES OF THE
CITY COMMISSION OF THE CITY OF PAMPA, TEXAS
PUBLIC HEARING/REGULAR MEETING
October 9, 2023**

CALL TO ORDER: Mayor DeFever at 4:00 p.m.

PRESENT: Lance DeFever Mayor
Paul Searl Commissioner
Brian Doughty Commissioner
Jimmy Keough Commissioner
Jimmy Reed Commissioner

ABSENT: None

STAFF: Shane Stokes City Manager
Barbara Stucker City Secretary
Bryan Guymon City Attorney
Dustin Miller Assistant City Manager
Theresa Daniels Finance Director
Lance Richburg Chief of Police
Gary Turley Public Works Director
Ben Ponce Community Services Director
Kevin Webb Information Technology
Dax Scott Information Technology
Leroy Cox Deputy Fire Chief
Jason Roberts Fire Marshal
Jasmine Chaney Assistant Finance Director
Troy Schwiegerath Emergency Management
Jeff Kennedy Code Enforcement Officer
Cary Rushing Building Official
Kirk Reed Code Enforcement Officer

VISITORS: Jamisen Hancock Peggy C. Miller
Jason Bagwell Clay Rice
Cortnie Patterson

NEWS MEDIA: None

INVOCATION: Jamisen Hancock, Commission Chaplain

PUBLIC COMMENTS: Jason Bagwell, 2544 Perryton Pkwy, expressed his concerns with the existing ordinance regarding high weeds and grass in Pampa. He would like to head a task force to review older ordinances that he feels are in need of update.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 811 N. West, a substandard structure.

Mayor DeFever opened the Public Hearing at 4:03 p.m.

Jeff Kennedy, Code Enforcement Officer, has stated that the structure is neither secure nor salvageable. Code Enforcement recommends demolition.

23-138

A motion was made by Commissioner Searl and seconded by Commissioner Keough to close the public hearing. With each Commission Member voting AYE, the motion carries

Public Hearing closed at 4:04 p.m.

1. Consider, act, and issue any necessary order regarding the substandard structure located at 811 N. West.

A motion was made by Commissioner Keough and seconded by Commissioner Doughty to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 1037 S. Banks.

Mayor DeFever opened the Public Hearing at 4:05 p.m.

Jeff Kennedy, Code Enforcement Officer, reported that the property has consistently violated property regulations. Code Enforcement has conducted two full cleanups, and the property has been without utilities since 2018. Therefore, Code Enforcement recommends demolition.

23-140

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:07 p.m.

2. Consider, act, and issue any necessary order regarding the substandard structure at 1037 S. Banks.

23-141

A motion was made by Commissioner Doughty and seconded by Commissioner Keough to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order for the address of 1037 S. Banks. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 425 N. Wynne.

Mayor DeFever opened the Public Hearing at 4:07 p.m.

Jeff Kennedy, Code Enforcement Officer, has classified the structure as hazardous. Violations on this property extend beyond just the structure; they encompass the entire property. As a result, Code Enforcement recommends demolition.

23-142

A motion was made by Commissioner Searl and seconded by Commissioner Reed to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:09 p.m.

3. Consider, act, and issue any necessary order regarding the substandard structure at 425 N. Wynne.

23-143

A motion was made by Commissioner Keough and seconded by Commissioner Doughty to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 1105 S. Christy.

Mayor DeFever opened the Public Hearing at 4:11 p.m.

Jeff Kennedy, Code Enforcement Officer, emphasizes that this property has been an ongoing issue. It lacks a proper floor, and there are significant roof defects with holes. Moreover, there are no records indicating the presence of utilities at this structure. In light of these concerns, Code Enforcement recommends demolition.

23-144

A motion was made by Commissioner Keough and seconded by Commissioner Searl to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:12 p.m.

4. Consider, act, and issue any necessary order regarding substandard structure located at 1105 S. Christy.

23-145

A motion was made by Commissioner Doughty and seconded by Commissioner Keough to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 507 N. Cuyler.

Mayor DeFever opened the Public Hearing at 4:13 p.m.

Jeff Kennedy, Code Enforcement Officer, has been monitoring this property for the past five years. It is worth noting that there are no utilities present, and the condition of the property has deteriorated significantly over time, with a buckling floor and leaning walls. In light of these ongoing issues, Code Enforcement recommends demolition.

23-146

A motion was made by Commissioner Searl and seconded by Commissioner Doughty to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:14 p.m.

5. Consider, act, and issue any necessary order regarding substandard structure at 507 N. Cuyler.

23-147

A motion was made by Commissioner Searl and seconded by Commissioner Doughty to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order for 507 N. Cuyler. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 509-511 N. Cuyler.

Mayor DeFever opened the Public Hearing at 4:15 p.m.

Jeff Kennedy, Code Enforcement Officer, has been tracking this structure for numerous years. Since 2011, it has been without utilities, and its overall security is compromised. Therefore, Code Enforcement recommends demolition.

23-148

A motion was made by Commissioner Doughty and seconded by Commissioner Keough to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:16 p.m.

6. Consider, act, and issue any necessary order regarding substandard structure at 509-511 N. Cuyler.

23-149

A motion was made by Commissioner Keough and seconded by Commissioner Doughty to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 513 N. Cuyler.

Mayor DeFever opened the Public Hearing at 4:17 p.m.

Jeff Kennedy, Code Enforcement Officer, has identified multiple violations associated with this structure. Despite attempts to reach out to the owners, no successful resolution has been reached. Furthermore, the structure is currently unsecured. As a result, Code Enforcement recommends demolition.

23-150

A motion was made by Commissioner Searl and seconded by Commissioner Keough to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public hearing closed at 4:18 p.m.

7. Consider, act, and issue any necessary order regarding substandard structure 513 N. Cuyler.

23-151

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to issue items 7, 8, 9, 10, 11, 19 & 20 for 513 N. Cuyler according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 609 N. Cuyler.

Mayor DeFever opened the Public Hearing at 4:19 p.m.

Jeff Kennedy, Code Enforcement Officer, reported that he was unable to safely access the inside of the structure. Due to safety concerns, Code Enforcement recommends demolition.

23-152

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:20 p.m.

8. Consider, act, and issue any necessary order regarding substandard structure located at 609 N. Cuyler.

23-153

A motion was made by Commissioner Searl and seconded by Commissioner Reed to issue items 7, 8, 9, 10, 11, 19 & 20 according to the City's Substandard Structure Order for 609 N. Cuyler. With each Commission Member voting AYE, the motion carries.

PUBLIC HEARING: The City Commission held a public hearing regarding property located at 617 N. Cuyler.

Mayor DeFever opened the Public Hearing at 4:21 p.m.

Jeff Kennedy, Code Enforcement Officer, has reported that this structure has experienced multiple fires and is now considered hazardous. Consequently, Code Enforcement recommends demolition.

23-154

A motion was made by Commissioner Doughty and seconded by Commissioner Keough to close the public hearing. With each Commission Member voting AYE, the motion carries.

Public Hearing closed at 4:23p.m.

9. Consider, act, and issue any necessary order regarding substandard structure located at 617 N. Cuyler.

23-155

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to issue items 7, 8, 9, 10, 11, 19 & 20 for 617 N. Cuyler according to the City's Substandard Structure Order. With each Commission Member voting AYE, the motion carries.

10. Consider approving the minutes of the September 25, 2023, regular commission meeting.

23-156

A motion was made Commissioner Searl and seconded by Commissioner Reed to approve the minutes of the September 25, 2023, regular commission meeting as presented. With each Commission Member voting AYE, the motion carries.

11. EXECUTIVE SESSION: The City Commission convened into closed session at 4:25 p.m. in accordance with Texas Government Code 551.074 – Personnel Matters, to discuss EDC Board Appointments/Reappointments.

RECONVENE: The City Commission reconvene into open session at 4:50 p.m. with the following action taken:

23-157

A motion was made by Commissioner Doughty and seconded by Commissioner Searl to reappoint Emily Arrington, Ted Hutto, Sue Fatheree, and Jason Bagwell to the Pampa EDC Board. With each Commission Member voting AYE, the motion carries.

ADJOURNED:

With no further items remaining on the agenda, the meeting was adjourned at 4:51 p.m. by Mayor DeFever.

Barbara Stucker, City Secretary

Lance DeFever, Mayor



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 2

ITEM/PROJECT:	LIST OF DISBURSEMENTS DATED SEPTEMBER 2023
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider approving the List of Disbursements dated September 2023 with the total disbursements being \$3,483,538.27 and the amount after balance sheet and income accounts being \$1,698,473.84.
STAFF CONTACT:	Theresa Daniels, Finance Director
FINANCIAL IMPACT:	See amounts above
SOURCE OF FUNDS:	Operating Budget
START/COMPLETION SCHEDULE:	Paid in September 2023
RECOMMENDED ACTION:	Staff recommends Commission approve the List of Disbursements dated September 2023.
RECOMMENDED MOTION	I make a motion to approve the List of Disbursements dated September 2023, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Comparison Sheet and Check Register attached

A/P HISTORY CHECK REGISTER
SEPTEMBER 2023 COMPARISON SHEET

November 13, 2023
Agenda Item

FUND	AFTER P/R & TRANSFERS		BALANCE SHEET & INCOME		TOTAL
	SEPTEMBER 2022	SEPTEMBER 2023	ACCTS INCLUDED IN TOTAL	SEPTEMBER 2023	
General Fund	\$ 564,275.69	\$ 506,467.74	\$ 1,057,382.52	\$ 1,563,850.26	
Payroll	\$ -	\$ -	286,884.01	286,884.01	
M.K. Brown Civic Center	\$ 18,524.69	\$ 29,540.28	13,625.55	43,165.83	
Library Fund	\$ 14,387.76	\$ 12,382.90	26,287.18	38,670.08	
Leased Properties	\$ 818.44	\$ -			
Water & Wastewater	\$ 268,791.05	\$ 168,385.72	122,660.90	291,046.62	
Aquatic Center	\$ 16,191.94	\$ 13,943.79	22,788.19	36,731.98	
Solid Waste Management	\$ 127,644.95	\$ 793,982.90	118,143.91	912,126.81	
Golf Course	\$ 51,202.37	\$ 17,143.92	50,701.58	67,845.50	
Capital Projects	\$ 18,532.82	\$ 238,974.99		238,974.99	
Debt Service	\$ 500.00	\$ -			
Dental Ins.	\$ 5,268.54	\$ 4,242.19		4,242.19	
TOTAL ALL FUNDS	\$ 1,086,138.25	\$ 1,785,064.43	\$ 1,698,473.84	\$ 3,483,538.27	

DATE RANGE: 9/01/2023 THRU 9/30/2023

[illegible]

VENDOR SET: 01 CITY OF PAMPA

BANK: * ALL BANKS

DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
-------------	------	--------	---------------	--------	----------	-------------	-----------------	-----------------

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT

VENDOR SET: 01 CITY OF PAMPA
BANK: 01042 TXCDBG BLOCK GRANT
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
08260	PARKHILL, SMITH & COOPER, INC							
I-03902022.00-9	16-026 PAMPA DRP ENGINEER	H	9/06/2023			001033		
01 16-45030	IMPROVEMENTS	16-026	PAMPA DRP ENG	4,176.00				4,176.00
08260	PARKHILL, SMITH & COOPER, INC							
I-03902022.00-8	16-026 PAMPA DRP ENGINEER	H	9/06/2023			001034		
01 16-45030	IMPROVEMENTS	16-026	PAMPA DRP ENG	3,944.00				3,944.00
08538	PLAINS BUILDERS, INC.							
I-006	16-026 PAMPA DRP PHASE 2	H	9/14/2023			001035		
01 16-45030	IMPROVEMENTS	16-026	PAMPA DRP PHA	21,495.38				21,495.38
08260	PARKHILL, SMITH & COOPER, INC							
I-03902022.00-10	16-026 PAMPA DRP ENGINEER	H	9/28/2023			001037		
01 16-45030	IMPROVEMENTS	16-026	PAMPA DRP ENG	2,320.00				2,320.00
08538	PLAINS BUILDERS, INC.							
I-006-01	16-026 PAMPA DRP PHASE 2	D	9/11/2023			005035		
01 16-45030	IMPROVEMENTS	16-026	PAMPA DRP PHA	27,437.44				27,437.44

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	4	31,935.38	0.00	31,935.38
DRAFTS:	1	28,209.34	0.00	27,437.44
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 CITY OF PAMPA
BANK: 01042 TXCDBG BLOCK GRANT
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT

01 16-45030	IMPROVEMENTS	59,372.82
	*** FUND TOTAL ***	59,372.82

		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT	
VENDOR SET: 01	BANK: 01042	TOTALS:	6	59,372.82	0.00	59,372.82
BANK: 01042		TOTALS:	6	59,372.82	0.00	59,372.82

						CHECK		CHECK	CHECK
VENDOR I.D.		NAME	STATUS	DATE	AMOUNT	DISCOUNT	NO	STATUS	AMOUNT
03065		AT&T MOBILITY							
	I-X08272023	AUGUST AT&T FIRSTNET	D	9/01/2023			004956		
	01 08-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	1,083.90				
	01 17-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	343.75				
	01 19-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	84.32				
	01 26-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	89.43				
	01 41-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	93.75				
	32 16-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	31.95				
	01 14-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	31.95				
	39 39-42010	COMMUNICATIONS	AUGUST	AT&T FIRSTNET	31.95				1,791.00
10092		SPRINT							
	I-09052023	AUGUST PHONE BILL	D	9/05/2023			004957		
	31 32-42010	COMMUNICATIONS	AUGUST	PHONE BILL	33.20				
	01 48-42010	COMMUNICATIONS	AUGUST	PHONE BILL	33.19				
	31 35-42010	COMMUNICATIONS	AUGUST	PHONE BILL	33.19				
	31 34-42010	COMMUNICATIONS	AUGUST	PHONE BILL	33.19				132.77
51012		CITY OF PAMPA - IMS							
	I-09052023	DENTAL CLAIMS FUNDING #1164	D	9/05/2023			004958		
	62 55-44320	CLAIMS PAID - HEALTH BENE	DENTAL	CLAIMS FUNDIN	290.03				290.03

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

[illegible]

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03447	ATMOS ENERGY							
I-09062023	AUGUST ARMORY E HWY 60	D	9/15/2023	Reissue		005026		
01 14-42060	GAS	AUGUST	ARMORY E HWY	194.43				
I-090623	AUGUST 811 S HOBART	D	9/15/2023	Reissue		005026		
01 19-42060	GAS	AUGUST	811 S HOBART	93.39				
I-0962023	AUGUST MAIN GAS BILL	D	9/15/2023	Reissue		005026		
01 08-42060	GAS	AUGUST	MAIN GAS BILL	356.22				
01 15-42060	GAS	AUGUST	MAIN GAS BILL	198.74				
01 17-42060	GAS	AUGUST	MAIN GAS BILL	372.38				
21 21-42060	GAS	AUGUST	MAIN GAS BILL	171.24				
25 25-42060	GAS	AUGUST	MAIN GAS BILL	202.92				
31 33-42060	GAS	AUGUST	MAIN GAS BILL	342.48				
32 16-42060	GAS	AUGUST	MAIN GAS BILL	2,791.76				
01 12-42060	GAS	AUGUST	MAIN GAS BILL	210.68				
01 00-11120	CASH CLEARING ACCOUNT	AUGUST	MAIN GAS BILL	549.78				5,484.02
10030	XCEL ENERGY							
I-09062023	AUGUST COTTON GIN	D	9/15/2023	Reissue		005027		
31 33-42050	ELECTRICITY	AUGUST	COTTON GIN	39.21				39.21
01871	CABLE ONE, INC. - SPARKLIGHT							
I-09062023	AUGUST FIBER INTERNET- ARMORY	D	9/07/2023	Reissue		005028		
01 41-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	176.70				
01 17-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	107.26				
01 08-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	114.70				
01 19-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	22.94				
01 12-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	38.44				
01 13-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	26.66				
21 21-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	3.72				
25 25-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	22.94				
31 34-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	34.72				
31 35-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	22.94				
32 16-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	3.72				
01 14-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	7.44				
01 15-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	3.72				
38 38-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	30.38				
39 39-42010	COMMUNICATIONS	AUGUST	FIBER INTERNE	3.72				
I-09122023	AUGUST 2023 PHONE	D	9/07/2023	Reissue		005028		
01 19-42010	COMMUNICATIONS	AUGUST	2023 PHONE	49.12				669.12

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
12598	TCF EQUIPMENT FINANCE							
I-8459444	TORO TURF PAYMENT #33	D	9/08/2023	Reissue		005030		
01 13-44501	INTEREST ON LEASES	TORO TURF PAYMENT #3		190.91				
01 13-44510	PRINCIPAL RETIREMENT	TORO TURF PAYMENT #3		3,499.97				3,690.88
03447	ATMOS ENERGY							
I-09112023	AUGUST 822 E FOSTER APT A	D	9/11/2023	Reissue		005031		
31 34-42060	GAS	AUGUST 822 E FOSTER		164.21				
31 35-42060	GAS	AUGUST 822 E FOSTER		164.22				328.43
11690	WAL-MART COMMUNITY							
I-09112023	AUGUST PURCHASES	D	9/11/2023	Reissue		005032		
01 14-45030	IMPROVEMENTS	ZIPLOCS, COOLER, WHI		148.88				
31 34-43040	CLOTHING & LINEN	MENS COMFORT SOLES		10.00				
01 14-43160	CONCESSIONS	TRASH BAGS		13.76				
39 39-43160	CONCESSIONS	WATER		50.84				
01 14-43160	CONCESSIONS	GATORADE, PAPER TOWE		100.34				
01 19-43010	OFFICE EXPENSE	CLASP AND RECEIPT BO		62.75				
01 19-43010	OFFICE EXPENSE	TOWELS, BLEACH, TRAS		163.17				
32 16-43160	CONCESSIONS	ICE CREAM, MUSTARD,		222.37				
31 34-43210	MINOR TOOLS AND APPARATUS	HEAD LAMPS, FLASHLIG		178.88				
31 34-43020	OPERATING EXPENSE	WATER		257.28				
32 16-43160	CONCESSIONS	ICE CREAM		138.02				
32 16-43030	JANITOR SUPPLIES	TRASH BAGS		72.48				
32 16-43030	JANITOR SUPPLIES	TOILET PAPER & PAPER		71.36				
32 16-43020	OPERATING EXPENSE	WASP SPRAY, LAWN REP		183.42				
01 17-43210	MINOR TOOLS AND APPARATUS	CORDLESS PHONE		71.76				
38 38-43210	MINOR TOOLS AND APPARATUS	CORDLESS PHONE		19.98				
39 39-43210	MINOR TOOLS AND APPARATUS	CORDLESS PHONE		35.88				
01 41-43210	MINOR TOOLS AND APPARATUS	BATTERIES		14.97				
01 12-43300	MNT-MACHINERY	BATTERY		44.87				
31 34-43020	OPERATING EXPENSE	OIL, SOFTENER, TOILE		515.34				
32 16-43160	CONCESSIONS	ICE CREAM		203.24				
01 13-43070	AGRICULTURAL EXPENSE	GRASS SEED		74.49				
01 08-43010	OFFICE EXPENSE	MOUSE TRAPS, MEMO PA		36.98				
01 14-43160	CONCESSIONS	BUNS, PICKLES, FRIES		67.02				
39 39-43160	CONCESSIONS	WATER		64.20				
32 16-43020	OPERATING EXPENSE	INDEX CARDS		9.44				
32 16-43160	CONCESSIONS	ICE CREAM		164.76				
39 39-43160	CONCESSIONS	DRINKS		19.92				
01 19-43110	SHELTERED ANIMAL MAINTENANCE	PAPER TOWELS & BLEAC		171.64				

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
11690	WAL-MART COMMUNITY	CONT						
I-09112023	AUGUST PURCHASES	D	9/11/2023	Reissue		005032		
31 35-43020	OPERATING EXPENSE	PAPER		5.34				
39 39-43010	OFFICE EXPENSE	THERMAL RECEIPT PAPE		55.80				
01 14-43160	CONCESSIONS	GATORADE, FRIES, BBQ		139.42				
01 48-43020	OPERATING EXPENSE	WATER		21.44				
39 39-43160	CONCESSIONS	WATER		35.88				
38 38-43020	OPERATING EXPENSE	WATER & GATORADE		138.72				
38 28-43210	MINOR TOOLS AND APPARATUS	UTILITY KNIVES, STAP		140.54				3,725.18
13124	MUTUAL OF OMAHA							
I-09112023	SEPT 2023 LTD/LIFE	D	9/11/2023	Reissue		005033		
14 00-21249	LTD & LIFE INS. PAYABLE	SEPT 2023 LTD/LIFE		4,404.77				
01 01-41099	RETIREE BENEFITS	SEPT 2023 LTD/LIFE		19.44				4,424.21
13425	BLUE CROSS BLUE SHIELD OF TEXA							
I-09112023	SEPTEMBER 2023 VISION/COBRA	D	9/11/2023	Reissue		005034		
01 00-21244	RETIREE INSURANCE PAYABLE	SEPTEMBER 2023 VISIO		25.35				
14 00-21234	VISION INS PAYABLE	SEPTEMBER 2023 VISIO		1,757.81				1,783.16
13425	BLUE CROSS BLUE SHIELD OF TEXA							
I-091123	SEPTEMBER 2023 INSURANCE PREMI	D	9/12/2023	Reissue		005036		
01 00-21244	RETIREE INSURANCE PAYABLE	SEPTEMBER 2023 INSUR		2,814.53				
14 00-21237	COMPANY PD. BENEFIT PAY	SEPTEMBER 2023 INSUR		115,940.83				
I-9112023	SEPTEMBER 2023 COBRA BENEFITS	D	9/12/2023	Reissue		005036		
01 00-21244	RETIREE INSURANCE PAYABLE	SEPTEMBER 2023 COBRA		1,435.72				120,191.08
51012	CITY OF PAMPA - IMS							
I-09112023	DENTAL CLAIMS FUNDING #1165	D	9/12/2023	Reissue		005037		
62 55-44320	CLAIMS PAID - HEALTH BENE	DENTAL CLAIMS FUNDIN		1,679.60				1,679.60
13310	VISUAL EDGE IT, INC.							
I-34825702	AUG LEASE PYMT	D	9/13/2023	Reissue		005038		
01 19-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		185.27				
01 17-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		290.85				
38 38-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		41.35				
01 48-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		45.30				
38 38-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		45.30				
01 05-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		41.60				
01 14-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		62.40				
01 18-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		46.56				
01 03-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		289.48				
01 08-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		261.77				
01 02-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		284.41				
31 32-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		58.73				
21 21-42085	RENTAL-OFFICE EQUIP.	AUG LEASE PYMT		61.20				1,714.22

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10030	XCEL ENERGY							
I-9062023	AUGUST MAIN ELECTRIC	D	9/13/2023			005039		
01 12-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		1,693.69				1,693.69
10198	STATE COMPTROLLER							
I-09142023	AUGUST 2023 SALES TAX	D	9/14/2023			005040		
01 00-21205	SALES TAX PAYABLE	AUGUST 2023 SALES TA		16,708.24				
01 00-32073	MISCELLANEOUS	AUGUST 2023 SALES TA		83.58CR				
31 00-21205	SALES TAX PAYABLE	AUGUST 2023 SALES TA		5.72				
31 00-32073	MISCELLANEOUS	AUGUST 2023 SALES TA		0.03CR				
32 00-21205	SALES TAX PAYABLE	AUGUST 2023 SALES TA		2,940.70				
32 00-32073	MISCELLANEOUS	AUGUST 2023 SALES TA		14.70CR				
39 00-21205	SALES TAX PAYABLE	AUGUST 2023 SALES TA		1,910.58				
39 00-32073	MISCELLANEOUS	AUGUST 2023 SALES TA		9.55CR				21,457.38
05636	JPMORGAN CHASE BANK							
I-46614	HOT MIX	D	9/18/2023			005059		
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTSHOT MIX			560.07				
I-46780	HOT MIX	D	9/18/2023			005059		
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTSHOT MIX			938.74				
I-46804	HOT MIX	D	9/18/2023			005059		
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTSHOT MIX			191.68				1,690.49
07866	PAMPA ECONOMIC DEVELOPMEN							
I-09112023	EDC SALES TAX - JULY '23	D	9/15/2023			005060		
01 00-11120	CASH CLEARING ACCOUNT	EDC SALES TAX - JULY		128,690.12				128,690.12
01920	CANADIAN RIVER MUNICIPAL WATER							
I-823 208	AUGUST PUMPING & CHEMICAL COST	D	9/18/2023			005061		
31 33-44095	CRMWA - VARIABLE COST	AUGUST PUMPING & CHE		29,542.13				29,542.13
10030	XCEL ENERGY							
I-842654260	AUGUST 1346 DUNCAN ST	D	9/18/2023			005062		
01 13-42050	ELECTRICITY	AUGUST 1346 DUNCAN S		25.08				25.08
51012	CITY OF PAMPA - IMS							
I-09182023	DENTAL CLAIMS FUNDING #1166	D	9/18/2023			005063		
62 55-44320	CLAIMS PAID - HEALTH BENE	DENTAL CLAIMS FUNDIN		422.95				422.95
10030	XCEL ENERGY							
I-842865768	AUGUST MAIN ELECTRIC	D	9/19/2023			005064		
01 08-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		374.42				
01 12-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		810.67				
01 13-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		6,638.34				
01 14-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		25.82				
01 15-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		188.96				
01 17-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		1,141.52				
01 19-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		1,126.73				

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10030	XCEL ENERGY	CONT						
I-842865768	AUGUST MAIN ELECTRIC	D	9/19/2023			005064		
21 21-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		6,304.83				
25 25-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		62.72				
31 33-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		17,409.40				
31 33-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		2,909.41				
31 35-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		71.23				
31 36-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		16,631.39				
38 38-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		603.05				
39 39-42050	ELECTRICITY	AUGUST MAIN ELECTRIC		3,627.40				57,925.89
10030	XCEL ENERGY							
I-842867386	AUGUST CHRISTMAS LIGHTS	D	9/19/2023			005065		
01 13-42050	ELECTRICITY	AUGUST CHRISTMAS LIG		27.21				27.21
10030	XCEL ENERGY							
I-843096867	AUGUST INCUBATOR	D	9/19/2023			005066		
31 34-42050	ELECTRICITY	AUGUST INCUBATOR		199.87				
31 35-42050	ELECTRICITY	AUGUST INCUBATOR		199.87				399.74
10030	XCEL ENERGY							
I-843134583	AUGUST 822 E FOSTER UNIT 2	D	9/19/2023			005067		
31 34-42050	ELECTRICITY	AUGUST 822 E FOSTER		498.91				
31 35-42050	ELECTRICITY	AUGUST 822 E FOSTER		498.91				997.82
12790	ENTERPRISE FM TRUST							
I-2731	SEPTEMBER LEASE & REPAIRS	D	9/20/2023			005068		
01 08-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		12,309.21				
01 08-43280	MNT-AUTO EQUIPMENT	SEPTEMBER LEASE & RE		158.77				
01 10-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		914.15				
01 11-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		493.19				
01 12-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		27.50				
01 15-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		428.13				
01 16-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		288.85				
01 17-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		636.11				
01 18-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		582.26				
01 26-44047	EXTERNAL LEASE	SEPTEMBER LEASE & RE		611.63				
31 32-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		1,332.98				
31 34-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		27.50				
31 35-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		740.03				
38 38-44047	EXTERNAL VEHICLE LEASE	SEPTEMBER LEASE & RE		293.67				18,843.98
13231	SANDBURR YARD, LLC							
I-930	#8 TEE BOX LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#8 TEE SPRINKLER REP		448.00				
I-946	#10 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#10 RUNWAY SPRINKLER		448.00				
I-947	#14 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
13231	SANDBURR YARD, LLC CONT							
I-947	#14 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#14	WATER LINE REPAI	448.00				
I-948	#14 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#14	WATER LINE REPAI	448.00				
I-949	#18 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#18	FAIRWAY WATER LI	448.00				
I-973	REPAIR IRRIGATION LINE	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	REPAIR	IRRIGATION LI	560.00				
I-994	DRIVING RANGE LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	DRIVING	RANGE LEAK R	320.00				
I-995	#17 FAIRWAY LEAK REPAIR	D	9/21/2023			005069		
39 39-43410	MNT-UNDERGROUND SPRINKLER	#17	FAIRWAY LEAK REP	320.00				
I-996	JULY-SEPTEMBER MOWING FEE	D	9/21/2023			005069		
25 25-42085	RENTAL- OFFICE EQUIPMENT	JULY-SEPTEMBER	MOWIN	1,920.00				5,360.00
13231	SANDBURR YARD, LLC							
I-997	JULY-SEPTEMBER MOWING FEES	D	9/25/2023			005070		
21 21-42570	MISC. CONTRACT LABOR	JULY-SEPTEMBER	MOWIN	1,500.00				1,500.00
51012	CITY OF PAMPA - IMS							
I-09252023	DENTAL CLAIMS FUNDING #1167	D	9/25/2023			005071		
62 55-44320	CLAIMS PAID - HEALTH BENE	DENTAL	CLAIMS FUNDIN	1,169.61				1,169.61
10030	XCEL ENERGY							
I-843604209	AUGUST 1400 N SUMNER - PH2O	D	9/26/2023			005072		
32 16-42050	ELECTRICITY	AUGUST	1400 N SUMNER	4,352.22				4,352.22
12881	PATHWAYZ COMMUNICATION							
I-18234230915	SEPT PHONE BILL - PATHWAYZ	D	9/26/2023			005073		
01 02-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	180.01				
01 03-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	270.07				
01 05-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	173.96				
01 08-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	552.19				
01 10-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	30.01				
01 11-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	66.03				
01 12-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	217.94				
01 13-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	120.06				
01 14-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	36.01				
01 15-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	30.01				
01 16-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	36.01				
01 17-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	456.15				
01 18-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	192.01				
01 19-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	270.12				
01 20-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	210.01				
01 26-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	453.84				
01 41-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	66.03				
21 21-42010	COMMUNICATIONS	SEPT	PHONE BILL - PA	119.99				

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
12881	PATHWAYZ COMMUNICATIONCONT							
I-18234230915	SEPT PHONE BILL - PATHWAYZ	D	9/26/2023			005073		
25 25-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		306.07				
31 32-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		240.05				
31 33-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		156.59				
31 34-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		90.04				
31 35-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		90.04				
31 36-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		179.93				
32 16-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		155.91				
38 38-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		312.14				
39 39-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		155.99				
01 41-42010	COMMUNICATIONS	SEPT PHONE BILL - PA		420.25				5,587.46
02490	WEX BANK							
I-91471556	AUGUST 2023 FUEL CHARGES	D	9/27/2023			005074		
01 08-43200	MOTOR FUEL AND LUBRICANTS	AUGUST 2023 FUEL CHA		793.17				
01 10-43200	MOTOR FUEL AND LUBRICANTS	AUGUST 2023 FUEL CHA		174.73				967.90
10030	XCEL ENERGY							
I-843219594	AUGUST STREET LIGHTS	D	9/27/2023			005075		
01 12-42050	ELECTRICITY	AUGUST STREET LIGHTS		27,938.73				27,938.73
13310	VISUAL EDGE IT, INC.							
I-34821133	AUGUST LEASE PYMT	D	9/28/2023			005076		
25 25-42085	RENTAL- OFFICE EQUIPMENT	AUGUST LEASE PYMT		289.35				289.35
03447	ATMOS ENERGY							
I-090720231	AUGUST 822 E FOSTER APT B	D	9/30/2023			005077		
01 13-42060	GAS	AUGUST 822 E FOSTER		81.93				
I-09720231	AUGUST 12 GRAY COUNTY RD	D	9/30/2023			005077		
31 33-42060	GAS	AUGUST 12 GRAY COUNT		235.30				317.23
01180	BEN E. KEITH COMPANY							
I-43310940	EMPLOYEE APPRECIATION MEAL	R	9/06/2023			222116		
01 03-42470	PERSONNEL SERVICES	EMPLOYEE APPRECIATIO		281.07				281.07
04491	GRAY COUNTY APPRAISAL DIS							
I-08282023	4TH QTR 2023 CONTRIBUTION	R	9/06/2023			222117		
01 03-42165	TAX SERVICE EXPENSE	4TH QTR 2023 CONTRIB		26,506.89				26,506.89
08103	PAMPA UMPIRES ASSOCIATION							
I-08312023	UMPIRES FOR SOFTBALL - 10 GAME	R	9/06/2023			222118		
01 14-42570	MISC. CONTRACT LABOR	UMPIRES FOR SOFTBALL		320.00				
I-083123	SCOREKEEPERS FOR SOFTBALL	R	9/06/2023			222118		
01 14-42570	MISC. CONTRACT LABOR	SCOREKEEPERS FOR SOF		100.00				420.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
09670	SHERWIN-WILLIAMS							
I-7476-2	21-037 PAINT FOR SOUND SYSTEM	R	9/06/2023			222119		
21 21-45030	IMPROVEMENTS	21-037 PAINT FOR SOU		28.39				28.39
13140	BRIAN BRAUCHI							
I-08312023	GOLF LESSONS A& CLINICS	R	9/06/2023			222120		
39 00-11120	CASH CLEARING ACCOUNT	GOLF LESSONS A& CLIN		45.00				45.00
13404	COLLIN KILLGO							
I-09052023	ALL-NIGHTER SFTBLL TRNT PAYOUT	R	9/06/2023			222121		
01 14-43080	RECREATIONAL	ALL-NIGHTER SFTBLL T		650.00				
01 14-43080	RECREATIONAL	ALL-NIGHTER SFTBLL T		350.00				1,000.00
00157	ADVANTAGE ASPHALT PRODUCT LTD							
I-46904	HOT MIX	R	9/06/2023			222122		
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTSHOT MIX			567.55				
I-46966	HOT MIX	R	9/06/2023			222122		
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTSHOT MIX			566.61				1,134.16
12000	WARREN POWER & MACHINERY, INC.							
I-WO000231415	#820 - 2000 HR FLD SVCFEE	R	9/06/2023			222123		
38 38-43300	MNT-MACHINERY	#820 - 2000 HR FLD S		11,968.79				11,968.79
13358	OPEN RANGE ENGINEERING SERVICE							
I-ORE22-021-13	35-012 DRAWINGS, SPECS, B	R	9/06/2023			222124		
31 35-45030	IMPROVEMENTS	35-012 DRAWINGS, SPE		5,975.08				5,975.08
13475	4X CONSTRUCTION GROUP, LLC.							
I-1293-03	38-016 CELL CONSTRUCTION	R	9/06/2023			222125		
38 38-45030	IMPROVEMENTS	38-016 CELL CONSTRUC		197,527.61				197,527.61
13483	LED EMERGENCY VEHICLE LIGHTING							
I-1123005	26-041 SWITCH PANELS & SW	R	9/06/2023			222126		
01 26-45080	OTHER EQUIPMENT	26-041 SWITCH PANELS		1,623.95				1,623.95
09356	DAVID C RUSHING							
I-091123	FLOOD PLAIN TRAINING	R	9/08/2023			222127		
01 18-42130	PROFESSIONAL DEVELOPMENT	FLOOD PLAIN TRAINING		240.00				240.00
00560	APODACA BROTHERS CONTRACTORS I							
I-022266	REPLACE AC CONDENSER - FS 2	R	9/14/2023			222132		
01 17-43220	MNT-BUILDINGS	REPLACE AC CONDENSER		5,864.00				5,864.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01180	BEN E. KEITH COMPANY							
I-43298342	AUGUST PURCHASES	R	9/14/2023			222133		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		1,737.95				1,737.95
01793	BURNS ELECTRIC							
I-0168020-0168021	21-037 INSTALL ELECTRICAL	R	9/14/2023			222134		
21 21-45030	IMPROVEMENTS	21-037 INSTALL ELECT		10,610.80				10,610.80
02848	THERESA DANIELS							
I-08282023	TDANIELS MPA PROGRAM - 1	R	9/14/2023			222135		
01 03-42155	EMPLOYEE TRAINING EXPENSE	TDANIELS MPA PROGRAM		2,689.21				2,689.21
03959	FRONTIER FUEL, LP.							
I-205009882	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	BULK DEF		922.63				
I-23086840	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	DYED DIESEL		2,855.16				
I-23087386	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	DYED DIESEL		2,613.83				
I-23088125	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	DYED DIESEL		3,216.06				
I-23088780	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	DYED DIESEL		3,211.84				
I-23089876	AUGUST PURCHASES	R	9/14/2023			222136		
38 38-43200	MOTOR FUEL AND LUBRICANTS	DYED DIESEL		3,295.63				16,115.15
05273	HYDRO RESOURCES - MID CONTINET							
I-895925	33-042 PULL SUBMERSIBLE	R	9/14/2023			222137		
31 33-45030	IMPROVEMENTS	33-042 PULL SUBMERSI		16,923.40				16,923.40
05521	JIMS SERVICE CENTER							
I-429647	INSPECTIONS755,749,829,750,751	R	9/14/2023			222138		
01 08-43280	MNT-AUTO EQUIPMENT	INSPECTIONS755,749,8		35.00				35.00
05950	LA RAZA PIZZA, INC.							
I-INV000006425	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006426	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006427	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006428	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006429	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		58.99				
I-INV000006430	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006431	AUGUST PURCHASES	R	9/14/2023			222139		

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05950	LA RAZA PIZZA, INC.	CONT						
I-INV000006431	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		49.99				
I-INV000006432	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		58.99				
I-INV000006433	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006434	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006435	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006436	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		49.99				
I-INV000006437	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		31.99				
I-INV000006438	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		49.99				
I-INV000006439	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006441	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		58.99				
I-INV000006443	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		58.99				
I-INV000006447	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006448	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006449	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		67.99				
I-INV000006450	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006451	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006452	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006454	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006456	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006457	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		67.99				
I-INV000006459	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		85.99				
I-INV000006460	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		40.99				
I-INV000006461	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		49.99				
I-INV000006462	AUGUST PURCHASES	R	9/14/2023			222139		

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05950	LA RAZA PIZZA, INC. CONT							
I-INV000006462	AUGUST PURCHASES	R	9/14/2023			222139		
32 16-43160	CONCESSIONS	FOOD FOR CONCESSION		58.99				1,940.70
07089	GRAY COUNTY							
I-09062023	REG. RENEW 751,829,749,750,755	R	9/14/2023			222142		
01 08-43280	MNT-AUTO EQUIPMENT	REG. RENEW 751,829,7		37.50				37.50
07830	PAMPA CHAMBER OF COMMERCE							
I-7315	LEADERSHIP PAMPA	R	9/14/2023			222143		
01 03-42155	EMPLOYEE TRAINING EXPENSE	LEADERSHIP PAMPA		10,000.00				10,000.00
07973	PAMPA LIONS CLUB							
I-2567	AUGUST DUES	R	9/14/2023			222144		
01 11-42040	DUES & SUBSCRIPTIONS	AUGUST DUES		48.00				48.00
08103	PAMPA UMPIRES ASSOCIATION							
I-09052023	UMPIRES FOR KICKBALL - 6 GAMES	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	UMPIRES FOR KICKBALL		192.00				
I-090523	SCOREKEEPERS FOR KICKBALL - 6	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	SCOREKEEPERS FOR KIC		60.00				
I-09072023	UMPIRES FOR SOFTBALL - 4 GAMES	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	UMPIRES FOR SOFTBALL		128.00				
I-090723	SCOREKEEPERS FOR SOFTBALL	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	SCOREKEEPERS FOR SOF		40.00				
I-09092023	UMPIRES FOR ALL NGTR SOFTBALL	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	UMPIRES FOR ALL NGTR		768.00				
I-090923	SCOREKEEPERS FOR AN SOFTBALL	R	9/14/2023			222145		
01 14-42570	MISC. CONTRACT LABOR	SCOREKEEPERS FOR AN		240.00				1,428.00
08538	PLAINS BUILDERS, INC.							
I-23-003	DRP - RESOUND DAMAGE	R	9/14/2023			222147		
01 16-44060	CLAIMS, JUDGEMENTS AND DAMAGES	DRP - RESOUND DAMAGE		14,953.00				
I-60780	2 CONCRETE PRECAST BOXES	R	9/14/2023			222147		
01 16-44060	CLAIMS, JUDGEMENTS AND DAMAGES	2 CONCRETE PRECAST B		474.00				15,427.00
08585	PNC EQUIPMENT FINANCE LLC							
I-1780047	ANNUAL LEASE GPS	R	9/14/2023			222148		
39 00-11162	PREPAID EXPENSE	ANNUAL LEASE GPS		18,660.00				18,660.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
09201	JASON ROBERTS							
I-09172023	TCOLE TRAINING	R	9/14/2023			222149		
01 10-42130	PROFESSIONAL DEVELOPMENT	TCOLE TRAINING		278.00				278.00
1	YEDITH FRAYRE							
I-09082023	QUINCE REFUND	R	9/14/2023			222150		
21 00-32074	AUDITORIUM RENTALS	YEDITH FRAYRE: QUINC		417.50				417.50
1	ROSA CABRALES							
I-09122023	WEDDING REFUND	R	9/14/2023			222151		
01 00-32041	RENTALS FROM BUILDINGS	ROSA CABRALES: WEDDI		50.00				50.00
10765	TEXAS REVENUE RECOVERY ASSOCIA							
I-480-002555	TRRA SVC FEE	R	9/14/2023			222152		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				
I-480-002576	TRRA SVC FEE	R	9/14/2023			222152		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				50.00
11455	CONTINENTAL GENERAL INSURANCE							
I-09062023	AUGUST RETIREE INSURANCE	R	9/14/2023			222153		
01 00-21244	RETIREE INSURANCE PAYABLE	AUGUST RETIREE INSUR		87.81				
01 01-41099	RETIREE BENEFITS	AUGUST RETIREE INSUR		230.91				
I-090623	SEPT RETIREE INSURANCE	R	9/14/2023			222153		
01 00-21244	RETIREE INSURANCE PAYABLE	SEPT RETIREE INSURAN		87.81				
01 01-41099	RETIREE BENEFITS	SEPT RETIREE INSURAN		230.91				637.44
11531	UTILITY TIRE & AUTO REPAIR, LL							
I-48799	#746 REPAIRED TIRE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#746 REPAIRED TIRE		25.00				
I-48834	#750 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#750 OIL CHANGE		30.00				
I-48835	#826 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#826 OIL CHANGE		30.00				
I-48839	#717 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#717 OIL CHANGE		30.00				
I-48840	#751 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#751 OIL CHANGE		30.00				
I-48841	#660 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#660 OIL CHANGE		30.00				
I-48844	#749 OIL CHANGE	R	9/14/2023			222154		
01 08-43280	MNT-AUTO EQUIPMENT	#749 OIL CHANGE		30.00				205.00
13244	BAY BRIDGE ADMINISTRATORS, LLC							
I-560884	SEPTEMBER RETIREE COST/INS PRE	R	9/14/2023			222155		
01 00-21244	RETIREE INSURANCE PAYABLE	SEPTEMBER RETIREE CO		194.00				
01 00-21244	RETIREE INSURANCE PAYABLE	SEPTEMBER RETIREE CO		333.41				527.41

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
13466	DAVID STAPP							
I-0000005	21-037 AUDIO COMMUNICATIO	R	9/14/2023			222156		
21 21-45030	IMPROVEMENTS	21-037 AUDIO COMMUNI		7,786.00				7,786.00
13498	DONLEY CO HOSPITAL DISTRICT							
I-08162023	CPR- EMT CLASS	R	9/14/2023			222157		
01 17-42155	EMPLOYEE TRAINING EXPENSE	CPR- EMT CLASS		126.00				126.00
13501	KOTHMANN ENTERPRISES, INC DBA							
I-23752	STEEL POST - GUARDRAIL	R	9/14/2023			222158		
01 12-44060	CLAIMS, JUDGEMENTS AND DAMAGES	STEEL POST - GUARDRA		1,263.50				1,263.50
505378	INSURANCE MANAGEMENT SERV							
I-09062023	JULY 2023 ADMIN FEES	R	9/14/2023			222159		
62 55-42590	ADMIN FEES-DENTAL	JULY 2023 ADMIN FEES		680.00				680.00
03959	FRONTIER FUEL, LP.							
I-205009908	BULK JYD AW 32	R	9/14/2023			222160		
01 48-43200	MOTOR FUEL AND LUBRICANTS	BULK HYD AW 32		2,940.00				2,940.00
12000	WARREN POWER & MACHINERY, INC.							
I-W0000231964	UNIT 833 3,000 HOUR SVC	R	9/14/2023			222161		
38 38-43300	MNT-MACHINERY	UNIT 833 3,000 HOUR		4,724.40				4,724.40
12846	MANSFIELD OIL							
C-24637933	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	CREDIT UNLEADED		14,025.13CR				
C-24637934	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	CREDIT DYED DIESEL		14,122.10CR				
I-24584819	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	4,000 DYED DIESEL		12,687.70				
I-24605633	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	UNLEADED		14,025.13				
I-24605634	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	DYED DIESEL		14,122.10				
I-24638073	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	4,000 DYED DIESEL		14,072.10				
I-24638074	FUEL	R	9/19/2023			222179		
01 00-11143	INVENTORY-GAS & OIL	4,000 UNLEADED		10,962.01				37,721.81
02860	DATAMATIC INC							
I-INV2714	DATAMATIC SOFTWARE	R	9/21/2023			222180		
31 00-11162	PREPAID EXPENSE	DATAMATIC SOFTWARE		12,094.02				12,094.02

VENDOR SET: 01 CITY OF PAMPA
 BANK: 02R FIRSTBANK SOUTHWEST
 DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03125	DPC INDUSTRIES, INC.							
I-757001851-23& -24	6 - SO2 150S & 6 CL2 150S	R	9/21/2023			222181		
31 36-43050	CHEMICALS	6 -SO2 150S & 6 CL2		1,897.69				1,897.69
05273	HYDRO RESOURCES - MID CONTINET							
I-896207	WELL109-SET&PULL TST PUMP	R	9/21/2023			222182		
31 33-43360	MNT-WELLS, PUMPS & ROTORS	WELL109-SET&PULL TST		16,200.00				16,200.00
06225	LOWER COLORADO RIVER AUTHORITY							
I-LAB-0068316	QUARTERLY WATER TESTING	R	9/21/2023			222183		
31 33-42046	WATER & WASTEWATER TESTNG	QUARTERLY WATER TEST		319.24				
I-LAB-0068319	JORDAN UNIT WATER TESTING	R	9/21/2023			222183		
31 33-42046	WATER & WASTEWATER TESTNG	JORDAN UNIT WATER TE		227.83				547.07
08195	PANHANDLE REGIONAL PLANNING CO							
I-09012023	REGIONAL WATER PLANNING	R	9/21/2023			222184		
31 33-42045	PERMIT FEES	REGIONAL WATER PLANN		1,007.00				1,007.00
08195	PANHANDLE REGIONAL PLANNING CO							
I-09202023	ANNUAL PRPC MEETING 2023	R	9/21/2023			222185		
01 11-42130	PROFESSIONAL DEVELOPMENT	ANNUAL PRPC MEETING		54.00				
01 01-42125	BUSINESS EXPENSE	ANNUAL PRPC MEETING		108.00				
01 13-43020	OPERATING EXPENSE	ANNUAL PRPC MEETING		27.00				
01 17-43020	OPERATING EXPENSE	ANNUAL PRPC MEETING		27.00				216.00
08195	PANHANDLE REGIONAL PLANNING CO							
I-INV. #3	16-026 PAMPA DRP ADMIN	R	9/21/2023			222186		
01 16-45030	IMPROVEMENTS	16-026 PAMPA DRP ADM		7,500.00				7,500.00
08430	CITY OF PAMPA-PETTY CASH							
I-584202	BEER FOR CONCESSION	R	9/21/2023			222187		
39 39-43160	CONCESSIONS	BEER FOR CONCESSION		145.10				
I-585969	BEER FOR CONCESSION	R	9/21/2023			222187		
39 39-43160	CONCESSIONS	BEER FOR CONCESSION		105.70				
I-W-831396	BEER FOR CONCESSION	R	9/21/2023			222187		
39 39-43160	CONCESSIONS	BEER FOR CONCESSION		144.30				395.10
1	ROSA CABRALES							
I-09182023	WEDDING REFUND	R	9/21/2023			222188		
01 00-32041	RENTALS FROM BUILDINGS	ROSA CABRALES: WEDDI		100.00				100.00
10765	TEXAS REVENUE RECOVERY ASSOCIA							
I-480-002581	TRRA SVC FEE	R	9/21/2023			222189		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				
I-480-002582	TRRA SVC FEE	R	9/21/2023			222189		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				50.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
11098	THE TORO COMPANY-NSN							
I-199336529	TORO COMPUTER SOFTWARE CO	R	9/21/2023			222190		
39 00-11162	PREPAID EXPENSE	TORO COMPUTER SOFTWA		2,269.00				
39 39-43410	MNT-UNDERGROUND SPRINKLER	TORO COMPUTER SOFTWA		2,269.00				4,538.00
11531	UTILITY TIRE & AUTO REPAIR, LL							
I-48861	#746 4 - TIRES	R	9/21/2023			222191		
01 08-43280	MNT-AUTO EQUIPMENT	#746 4 - TIRES		669.10				
I-48879	#864 TIRE REPAIR	R	9/21/2023			222191		
01 08-43280	MNT-AUTO EQUIPMENT	#864 TIRE REPAIR		25.00				694.10
12921	TEXAS ENVIRONMENTAL PLASTICS,L							
I-202339	38-016 GEOMEMBRANE FILL	R	9/21/2023			222192		
38 38-45030	IMPROVEMENTS	38-016 GEOMEMBRANE F		477,142.57				477,142.57
12982	JIMMY KEOUGH							
I-09282023	MILEAGE PRPC ANNUAL MEETING	R	9/21/2023			222193		
01 01-42125	BUSINESS EXPENSE	MILEAGE PRPC ANNUAL		73.36				73.36
12996	KIRK REED							
I-09202023	CE CONTINUING ED. CLASS	R	9/21/2023			222194		
01 18-42130	PROFESSIONAL DEVELOPMENT	CE CONTINUING ED. CL		48.00				48.00
13198	PERK PRODUCTS & CHEMICAL CO, I							
I-81511	SALT	R	9/21/2023			222196		
31 33-43050	CHEMICALS	SALT		4,652.87				
31 36-43050	CHEMICALS	SALT		4,652.87				9,305.74
13406	BRYANT NOBLE							
I-15	SEPTEMBER MOWING FEE	R	9/21/2023			222197		
01 13-42570	MISC. CONTRACT LABOR	SEPTEMBER MOWING FEE		4,583.33				4,583.33
13427	JEFFERY KENNEDY							
I-09282023	CE CONTINUING ED. CLASS	R	9/21/2023			222198		
01 18-42130	PROFESSIONAL DEVELOPMENT	CE CONTINUING ED. CL		48.00				48.00
13503	ROBERT PAUL BROWN							
I-09282023	CE CONTINUING ED. CLASS	R	9/21/2023			222199		
01 18-42130	PROFESSIONAL DEVELOPMENT	CE CONTINUING ED. CL		48.00				48.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02848	THERESA DANIELS							
I-10032023	T DANIELS - TML '23	R	9/22/2023			222200		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	616.63				616.63
06872	DUSTIN MILLER							
I-10032023	D MILLER - TML '23	R	9/22/2023			222201		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	158.00				158.00
08703	KASEY PRESSON							
I-10032023	K PRESSON - TML '23	R	9/22/2023			222202		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	158.00				158.00
10286	SHANE STOKES							
I-10032023	S STOKES - TML '23	R	9/22/2023			222203		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70
12982	JIMMY KEOUGH							
I-10032023	J KEOUGH - TML '23	R	9/22/2023			222204		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70
13004	GARY TURLEY							
I-10032023	G TURLEY - TML '23	R	9/22/2023			222205		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70
13275	LANCE DEFEVER							
I-10032023	L DEFEVER - TML '23	R	9/22/2023			222206		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70
13276	PAUL SEARL							
I-10032023	P SEARL - TML '23	R	9/22/2023			222207		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70
13346	SCHWIEGERATH, TROY							
I-09222023	T SCHWIEGERATH - TML '23	R	9/22/2023			222208		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	158.00				158.00
13348	STUCKER, BARBARA							
I-10032023	B STUCKER - TML '23	R	9/22/2023			222209		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	616.63				616.63
13471	JIMMY REED							
I-10032023	J REED - TML '23	R	9/22/2023			222210		
01 00-11162	PREPAID EXPENSE	TML 2023	CONFERENCE	623.70				623.70

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	LINDA LEWIS							
I-082422	REFUND FOR RECEIPT	R	9/22/2023			222218		
21 00-32074	AUDITORIUM RENTALS	LINDA LEWIS: REFUND		7.50				7.50
1	ISCHOOL VIRTUAL ACAD							
I-2028	REFUND	R	9/22/2023			222219		
25 00-32074	AUDITORIUM RENTALS	ISCHOOL VIRTUAL ACAD		10.00				10.00
10765	TEXAS REVENUE RECOVERY ASSOCIA							
I-480-002365	TRRA SVC FEE	R	9/22/2023			222220		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				
I-480-002371	TRRA SVC FEE	R	9/22/2023			222220		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				
I-480-002372	TRRA SVC FEE	R	9/22/2023			222220		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				
I-480-002374	TRRA SVC FEE	R	9/22/2023			222220		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				100.00
13413	KRISTI STOKES							
I-082522	ACTIVE ASSAILANT CRITICAL COUR	R	9/22/2023			222221		
01 20-42155	EMPLOYEE TRAINING EXPENSE	ACTIVE ASSAILANT CRI		28.00				28.00
13416	CITY OF PANHANDLE							
I-480-002308	TRRA SVC FEE	R	9/22/2023			222222		
31 32-42170	COLLECTION EXPENSE	TRRA SVC FEE		95.98				95.98
08430	CITY OF PAMPA-PETTY CASH							
I-09252023	PETTY CASH REIMBURSEMENT	R	9/25/2023			222223		
01 08-42125	BUSINESS EXPENSE	TRAINING AMARILLO -		28.00				
01 08-42125	BUSINESS EXPENSE	TRAINING AMARILLO -		28.00				
01 13-43280	MNT-AUTO EQUIPMENT	#719 REGISTRATION RE		7.50				
01 13-43280	MNT-AUTO EQUIPMENT	#575 REGISTRATION RE		7.50				
01 20-42125	BUSINESS EXPENSE	TRAINING AMARILLO -		14.00				
31 32-43280	MNT-AUTO EQUIPMENT	#255 REGISTRATION R		7.50				
01 08-43280	MNT-AUTO EQUIPMENT	#822 REGISTRATION R		7.50				
01 08-43280	MNT-AUTO EQUIPMENT	#760 REGISTRATION R		7.50				
01 08-43280	MNT-AUTO EQUIPMENT	#761 REGISTRATION R		7.50				
01 08-43280	MNT-AUTO EQUIPMENT	#836 REGISTRATION R		7.50				
01 18-43280	MNT-AUTO EQUIPMENT	#851 REGISTRATION R		7.50				
31 34-43280	MNT-AUTO EQUIPMENT	#621 REGISTRATION R		7.50				
31 34-43280	MNT-AUTO EQUIPMENT	REGISTRATION RENEWAL		7.50				
01 17-43280	MNT-AUTO EQUIPMENT	#776 REGISTRATION RE		7.50				
01 17-43280	MNT-AUTO EQUIPMENT	#772 REGISTRATION RE		7.50				
31 34-42125	BUSINESS EXPENSE	TRAINING BORGER - ME		42.00				202.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
13504	YELLOW CITY REMODELING LLC							
I-1636	15-048 REPAIRS TO PLASTER	R	9/26/2023			222224		
01 15-45030	IMPROVEMENTS	15-048 REPAIRS TO PL		5,346.88				5,346.88
01237	BIGGS & MATHEWS ENVIRONMENTAL,							
I-751	38-016 CELL DESIGN & CONS	R	9/28/2023			222225		
38 38-45030	IMPROVEMENTS	38-016 CELL DESIGN &		45,635.00				
I-752	ENGINEERING SERVICES	R	9/28/2023			222225		
38 38-42530	UNCLASSIFIED PROFESSIONAL	AIR PERMITTING		13,900.00				59,535.00
04899	HIGH PERFORMANCE EXTERIOR & GL							
I-16779	25-029 33 INSULATED & TIN	R	9/28/2023			222226		
66 55-45020	BUILDING & STRUCTURES	25-029 33 INSULATED		8,589.00				8,589.00
05301	TYLER TECHNOLOGIES INC							
I-025-435212	UTILITIES ANNUAL FEES	R	9/28/2023			222227		
31 00-11162	PREPAID EXPENSE	UTILITIES ANNUAL FEE		1,622.06				1,622.06
09960	SOLUTIONS-NOW GK LLC							
I-09182023	38-014 SCALEHOUSE SOFTWARE	R	9/28/2023			222228		
38 38-45080	OTHER EQUIPMENT	38-014 SCALEHOUSE SO		8,432.00				8,432.00
11020	ACUSHNET COMPANY							
C-300495004	HATS, BALLS, CLUBS & GLOV	R	9/28/2023			222229		
39 39-43045	CUSTOMER MERCHANDISE	HATS, BALLS, CLUBS &		996.00CR				
I-916174445	HATS, BALLS, CLUBS & GLOV	R	9/28/2023			222229		
39 39-43045	CUSTOMER MERCHANDISE	HATS, BALLS, CLUBS &		1,025.42				
I-916262415	HATS, BALLS, CLUBS & GLOV	R	9/28/2023			222229		
39 39-43045	CUSTOMER MERCHANDISE	HATS, BALLS, CLUBS &		263.62				293.04
12721	ACCELA, INC.							
I-INV-ACC58571	CITY PHONE APP	R	9/28/2023			222230		
01 00-11162	PREPAID EXPENSE	CITY PHONE APP		4,727.08				
21 00-11162	PREPAID EXPENSE	CITY PHONE APP		225.11				
25 00-11162	PREPAID EXPENSE	CITY PHONE APP		225.11				
31 00-11162	PREPAID EXPENSE	CITY PHONE APP		1,125.53				
38 00-11162	PREPAID EXPENSE	CITY PHONE APP		225.11				
39 00-11162	PREPAID EXPENSE	CITY PHONE APP		225.11				6,753.05
13070	JOSH OLSON							
I-2286	#656 FIX TURBO & ACTUATOR	R	9/28/2023			222231		
01 48-43280	MNT-AUTO EQUIPMENT	#656 FIX TURBO & ACT		6,590.00				6,590.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
13415	GSP MARKETING, INC.							
I-P28310/P28310-1	866 CHROME PINS & SHAFT	R	9/28/2023			222232		
01 48-43280	MNT-AUTO EQUIPMENT	866 CHROME PINS & SH		7,188.15				7,188.15
13493	PRIMARY ARMS LLC							
I-INV-535292	32 - 9MM GLOCK PISTOLS	R	9/28/2023			222233		
01 08-43190	RIFLE RANGE	32 - 9MM GLOCK PISTO		15,180.75				15,180.75
02236	CITY OF BORGER							
I-09262023	AUG '23 LANDFILL OVERPAYMENT	R	9/28/2023			222234		
38 00-11120	CASH CLEARING ACCOUNT	AUG '23 LANDFILL OVE		67,646.28				67,646.28
04760	C & J LOCK ENT, INC							
I-INV 193983	K. COFFMAN UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	K. COFFMAN UNIFORM C		9.18				
I-INV 194039	J. PARKS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	J. PARKS UNIFORM CLE		43.71				
I-INV 194192	N. GARDNER UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	N. GARDNER UNIFORM C		11.04				
I-INV 194196	T. MATHIAS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	T. MATHIAS UNIFORM C		22.08				
I-INV 194218	K. COFFMAN UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	K. COFFMAN UNIFORM C		5.52				
I-INV 194315	J. PARKS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	J. PARKS UNIFORM CLE		36.67				
I-INV 194330	T. MATHIAS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	T. MATHIAS UNIFORM C		16.56				
I-INV 194364	M. CAMPA UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	M. CAMPA UNIFORM CLE		11.04				
I-INV 194372	K. COFFMAN UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	K. COFFMAN UNIFORM C		9.35				
I-INV 194496	K. COFFMAN UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	K. COFFMAN UNIFORM C		5.52				
I-INV 194571	S. FLORES UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	S. FLORES UNIFORM CL		92.61				
I-INV 194572	K. COFFMAN UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	K. COFFMAN UNIFORM C		5.52				
I-INV 194645	S. WILLOUGHBY UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	S. WILLOUGHBY UNIFOR		21.09				
I-INV 194647	N. GARDNER UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	N. GARDNER UNIFORM C		18.76				
I-INV 194696	T. MATHIAS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	T. MATHIAS UNIFORM C		16.56				
I-INV 194766	M. CAMPA UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	M. CAMPA UNIFORM CLE		11.04				
I-INV 194809	J. PARKS UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	J. PARKS UNIFORM CLE		34.42				
I-INV 194816	B. MASSEY UNIFORM CLEANING	R	9/28/2023			222235		

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04760	C & J LOCK ENT, INC CONT							
I-INV 194816	B. MASSEY UNIFORM CLEANING	R	9/28/2023			222235		
01 08-42180	LAUNDRY SERVICE	B. MASSEY UNIFORM CL		71.01				441.68
05342	IIX - INSURANCE INFORMATION EX							
I-4138144	AUGUST 2023 BACKGROUNDS	R	9/28/2023			222237		
01 03-43020	OPERATING EXPENSE	AUGUST 2023 BACKGROU		91.10				91.10
05950	LA RAZA PIZZA, INC.							
I-INV000006465	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	PIZZA FOR H2O		85.99				
I-INV000006466	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	AUGUST - PIZZA FOR H		49.99				
I-INV000006468	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	AUGUST - PIZZA FOR H		49.99				
I-INV000006469	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	AUGUST - PIZZA FOR H		85.99				
I-INV000006470	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	AUGUST - PIZZA FOR H		22.99				
I-INV000006471	AUGUST - PIZZA FOR H2O	R	9/28/2023			222238		
32 16-43160	CONCESSIONS	AUGUST - PIZZA FOR H		49.99				344.94
06600	QUADIENT LEASING USA, INC							
I-N10117568	OCT23-JAN24 POSTAGE MACHINE LE	R	9/28/2023			222239		
01 00-11162	PREPAID EXPENSE	OCT23-JAN24 POSTAGE		700.08				700.08
08403	PERDUE BRANDON FIELDER COLLINS							
I-IVC00075259	AUGUST 2023 COLLECTION FEES	R	9/28/2023			222240		
01 05-42170	COLLECTION EXPENSE	AUGUST 2023 COLLECTI		2,437.53				2,437.53
09960	SOLUTIONS-NOW GK LLC							
I-09282023	LANDFILL ANNUAL SOFTWARE	R	9/28/2023			222241		
38 00-11162	PREPAID EXPENSE	LANDFILL ANNUAL SOFT		9,800.00				9,800.00
1	KYLIE SHOOK							
I-09212023	BDAY PARTY REFUND	R	9/28/2023			222242		
01 00-32041	RENTALS FROM BUILDINGS	KYLIE SHOOK: BDAY PA		200.00				200.00
1	CITY OF LUBBOCK							
I-09292023	CONT'D EDU.	R	9/28/2023			222243		
01 18-42130	PROFESSIONAL DEVELOPMENT	CITY OF LUBBOCK: CON		195.00				195.00
10765	TEXAS REVENUE RECOVERY ASSOCIA							
I-480-002583	TRRA SVC FEE	R	9/28/2023			222244		
31 00-21209	TRRA PAYABLE	TRRA SVC FEE		25.00				25.00

VENDOR SET: 01 CITY OF PAMPA
 BANK: 02R FIRSTBANK SOUTHWEST
 DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
13290	MOSES CAMPA							
I-10012023	DPS FITNESS INSTITUTE WEEK 4&5	R	9/28/2023			222245		
01 00-11162	PREPAID EXPENSE		DPS FITNESS INSTITUT	576.00				576.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	97	1,150,863.48	0.00	1,150,043.17
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	35	580,465.06	0.00	455,141.89
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 00-11120	CASH CLEARING ACCOUNT	129,239.90
01 00-11143	INVENTORY-GAS & OIL	37,721.81
01 00-11162	PREPAID EXPENSE	11,452.62
01 00-21205	SALES TAX PAYABLE	16,708.24
01 00-21244	RETIREE INSURANCE PAYABLE	4,978.63
01 00-32041	RENTALS FROM BUILDINGS	350.00
01 00-32073	MISCELLANEOUS	83.58CR
01 01-41099	RETIREE BENEFITS	481.26
01 01-42125	BUSINESS EXPENSE	181.36
01 02-42010	COMMUNICATIONS	180.01
01 02-42085	RENTAL-OFFICE EQUIP.	284.41
01 03-42010	COMMUNICATIONS	270.07
01 03-42085	RENTAL-OFFICE EQUIP.	289.48
01 03-42155	EMPLOYEE TRAINING EXPENSE	12,689.21
01 03-42165	TAX SERVICE EXPENSE	26,506.89
01 03-42470	PERSONNEL SERVICES	281.07
01 03-43020	OPERATING EXPENSE	91.10
01 05-42010	COMMUNICATIONS	173.96
01 05-42085	RENTAL-OFFICE EQUIP.	41.60
01 05-42170	COLLECTION EXPENSE	2,437.53
01 08-42010	COMMUNICATIONS	1,750.79
01 08-42050	ELECTRICITY	374.42
01 08-42060	GAS	356.22
01 08-42085	RENTAL-OFFICE EQUIP.	261.77
01 08-42125	BUSINESS EXPENSE	56.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 08-42180	LAUNDRY SERVICE	441.68
01 08-43010	OFFICE EXPENSE	36.98
01 08-43190	RIFLE RANGE	15,180.75
01 08-43200	MOTOR FUEL AND LUBRICANTS	793.17
01 08-43280	MNT-AUTO EQUIPMENT	1,160.37
01 08-44047	EXTERNAL VEHICLE LEASE	12,309.21
01 10-42010	COMMUNICATIONS	30.01
01 10-42130	PROFESSIONAL DEVELOPMENT	278.00
01 10-43200	MOTOR FUEL AND LUBRICANTS	174.73
01 10-44047	EXTERNAL VEHICLE LEASE	914.15
01 11-42010	COMMUNICATIONS	66.03
01 11-42040	DUES & SUBSCRIPTIONS	48.00
01 11-42130	PROFESSIONAL DEVELOPMENT	54.00
01 11-44047	EXTERNAL VEHICLE LEASE	493.19
01 12-42010	COMMUNICATIONS	256.38
01 12-42050	ELECTRICITY	30,443.09
01 12-42060	GAS	210.68
01 12-43230	MNT-STG/CURBS/GUTTERS/CULVERTS	2,824.65
01 12-43300	MNT-MACHINERY	44.87
01 12-44047	EXTERNAL VEHICLE LEASE	27.50
01 12-44060	CLAIMS, JUDGEMENTS AND DAMAGES	1,263.50
01 13-42010	COMMUNICATIONS	146.72
01 13-42050	ELECTRICITY	6,690.63
01 13-42060	GAS	81.93
01 13-42570	MISC. CONTRACT LABOR	4,583.33
01 13-43020	OPERATING EXPENSE	27.00
01 13-43070	AGRICULTURAL EXPENSE	74.49
01 13-43280	MNT-AUTO EQUIPMENT	15.00
01 13-44501	INTEREST ON LEASES	190.91
01 13-44510	PRINCIPAL RETIREMENT	3,499.97
01 14-42010	COMMUNICATIONS	75.40
01 14-42050	ELECTRICITY	25.82
01 14-42060	GAS	194.43
01 14-42085	RENTAL-OFFICE EQUIP.	62.40
01 14-42570	MISC. CONTRACT LABOR	1,848.00
01 14-43080	RECREATIONAL	1,000.00
01 14-43160	CONCESSIONS	320.54
01 14-45030	IMPROVEMENTS	148.88
01 15-42010	COMMUNICATIONS	33.73
01 15-42050	ELECTRICITY	188.96
01 15-42060	GAS	198.74
01 15-44047	EXTERNAL VEHICLE LEASE	428.13
01 15-45030	IMPROVEMENTS	5,346.88
01 16-42010	COMMUNICATIONS	36.01
01 16-44047	EXTERNAL VEHICLE LEASE	288.85
01 16-44060	CLAIMS, JUDGEMENTS AND DAMAGES	15,427.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 16-45030	IMPROVEMENTS	7,500.00
01 17-42010	COMMUNICATIONS	907.16
01 17-42050	ELECTRICITY	1,141.52
01 17-42060	GAS	372.38
01 17-42085	RENTAL-OFFICE EQUIP.	290.85
01 17-42155	EMPLOYEE TRAINING EXPENSE	126.00
01 17-43020	OPERATING EXPENSE	27.00
01 17-43210	MINOR TOOLS AND APPARATUS	71.76
01 17-43220	MNT-BUILDINGS	5,864.00
01 17-43280	MNT-AUTO EQUIPMENT	15.00
01 17-44047	EXTERNAL VEHICLE LEASE	636.11
01 18-42010	COMMUNICATIONS	192.01
01 18-42085	RENTAL-OFFICE EQUIP.	46.56
01 18-42130	PROFESSIONAL DEVELOPMENT	579.00
01 18-43280	MNT-AUTO EQUIPMENT	7.50
01 18-44047	EXTERNAL VEHICLE LEASE	582.26
01 19-42010	COMMUNICATIONS	426.50
01 19-42050	ELECTRICITY	1,126.73
01 19-42060	GAS	93.39
01 19-42085	RENTAL-OFFICE EQUIP.	185.27
01 19-43010	OFFICE EXPENSE	225.92
01 19-43110	SHELTERED ANIMAL MAINTENANCE	171.64
01 20-42010	COMMUNICATIONS	210.01
01 20-42125	BUSINESS EXPENSE	14.00
01 20-42155	EMPLOYEE TRAINING EXPENSE	28.00
01 26-42010	COMMUNICATIONS	543.27
01 26-44047	EXTERNAL LEASE	611.63
01 26-45080	OTHER EQUIPMENT	1,623.95
01 41-42010	COMMUNICATIONS	756.73
01 41-43210	MINOR TOOLS AND APPARATUS	14.97
01 48-42010	COMMUNICATIONS	33.19
01 48-42085	RENTAL-OFFICE EQUIP.	45.30
01 48-43020	OPERATING EXPENSE	21.44
01 48-43200	MOTOR FUEL AND LUBRICANTS	2,940.00
01 48-43280	MNT-AUTO EQUIPMENT	13,778.15
	*** FUND TOTAL ***	396,268.66
14 00-21234	VISION INS PAYABLE	1,757.81
14 00-21237	COMPANY PD. BENEFIT PAY	115,940.83
14 00-21249	LTD & LIFE INS. PAYABLE	4,404.77
	*** FUND TOTAL ***	122,103.41
21 00-11162	PREPAID EXPENSE	225.11
21 00-32074	AUDITORIUM RENTALS	425.00
21 21-42010	COMMUNICATIONS	123.71
21 21-42050	ELECTRICITY	6,304.83

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
21 21-42060	GAS	171.24
21 21-42085	RENTAL-OFFICE EQUIP.	61.20
21 21-42570	MISC. CONTRACT LABOR	1,500.00
21 21-45030	IMPROVEMENTS	18,425.19
	*** FUND TOTAL ***	27,236.28
25 00-11162	PREPAID EXPENSE	225.11
25 00-32074	AUDITORIUM RENTALS	10.00
25 25-42010	COMMUNICATIONS	329.01
25 25-42050	ELECTRICITY	62.72
25 25-42060	GAS	202.92
25 25-42085	RENTAL- OFFICE EQUIPMENT	2,209.35
	*** FUND TOTAL ***	3,039.11
31 00-11162	PREPAID EXPENSE	14,841.61
31 00-21205	SALES TAX PAYABLE	5.72
31 00-21209	TRRA PAYABLE	225.00
31 00-32073	MISCELLANEOUS	0.03CR
31 32-42010	COMMUNICATIONS	273.25
31 32-42085	RENTAL-OFFICE EQUIP.	58.73
31 32-42170	COLLECTION EXPENSE	95.98
31 32-43280	MNT-AUTO EQUIPMENT	7.50
31 32-44047	EXTERNAL VEHICLE LEASE	1,332.98
31 33-42010	COMMUNICATIONS	156.59
31 33-42045	PERMIT FEES	1,007.00
31 33-42046	WATER & WASTEWATER TESTNG	547.07
31 33-42050	ELECTRICITY	20,358.02
31 33-42060	GAS	577.78
31 33-43050	CHEMICALS	4,652.87
31 33-43360	MNT-WELLS, PUMPS & ROTORS	16,200.00
31 33-44095	CRMWA - VARIABLE COST	29,542.13
31 33-45030	IMPROVEMENTS	16,923.40
31 34-42010	COMMUNICATIONS	157.95
31 34-42050	ELECTRICITY	698.78
31 34-42060	GAS	164.21
31 34-42125	BUSINESS EXPENSE	42.00
31 34-43020	OPERATING EXPENSE	772.62
31 34-43040	CLOTHING & LINEN	10.00
31 34-43210	MINOR TOOLS AND APPARATUS	178.88
31 34-43280	MNT-AUTO EQUIPMENT	15.00
31 34-44047	EXTERNAL VEHICLE LEASE	27.50
31 35-42010	COMMUNICATIONS	146.17
31 35-42050	ELECTRICITY	770.01
31 35-42060	GAS	164.22
31 35-43020	OPERATING EXPENSE	5.34
31 35-44047	EXTERNAL VEHICLE LEASE	740.03

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
31 35-45030	IMPROVEMENTS	5,975.08
31 36-42010	COMMUNICATIONS	179.93
31 36-42050	ELECTRICITY	16,631.39
31 36-43050	CHEMICALS	6,550.56
	*** FUND TOTAL ***	140,035.27
32 00-21205	SALES TAX PAYABLE	2,940.70
32 00-32073	MISCELLANEOUS	14.70CR
32 16-42010	COMMUNICATIONS	191.58
32 16-42050	ELECTRICITY	4,352.22
32 16-42060	GAS	2,791.76
32 16-43020	OPERATING EXPENSE	192.86
32 16-43030	JANITOR SUPPLIES	143.84
32 16-43160	CONCESSIONS	4,751.98
	*** FUND TOTAL ***	15,350.24
38 00-11120	CASH CLEARING ACCOUNT	67,646.28
38 00-11162	PREPAID EXPENSE	10,025.11
38 28-43210	MINOR TOOLS AND APPARATUS	140.54
38 38-42010	COMMUNICATIONS	342.52
38 38-42050	ELECTRICITY	603.05
38 38-42085	RENTAL-OFFICE EQUIP.	86.65
38 38-42530	UNCLASSIFIED PROFESSIONAL	13,900.00
38 38-43020	OPERATING EXPENSE	138.72
38 38-43200	MOTOR FUEL AND LUBRICANTS	16,115.15
38 38-43210	MINOR TOOLS AND APPARATUS	19.98
38 38-43300	MNT-MACHINERY	16,693.19
38 38-44047	EXTERNAL VEHICLE LEASE	293.67
38 38-45030	IMPROVEMENTS	720,305.18
38 38-45080	OTHER EQUIPMENT	8,432.00
	*** FUND TOTAL ***	854,742.04
39 00-11120	CASH CLEARING ACCOUNT	45.00
39 00-11162	PREPAID EXPENSE	21,154.11
39 00-21205	SALES TAX PAYABLE	1,910.58
39 00-32073	MISCELLANEOUS	9.55CR
39 39-42010	COMMUNICATIONS	191.66
39 39-42050	ELECTRICITY	3,627.40
39 39-43010	OFFICE EXPENSE	55.80
39 39-43045	CUSTOMER MERCHANDISE	293.04
39 39-43160	CONCESSIONS	565.94
39 39-43210	MINOR TOOLS AND APPARATUS	35.88
39 39-43410	MNT-UNDERGROUND SPRINKLER	5,709.00
	*** FUND TOTAL ***	33,578.86
62 55-42590	ADMIN FEES-DENTAL	680.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
62 55-44320	CLAIMS PAID - HEALTH BENE	3,562.19
	*** FUND TOTAL ***	4,242.19
66 55-45020	BUILDING & STRUCTURES	8,589.00
	*** FUND TOTAL ***	8,589.00

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 02R TOTALS:	148	1,605,185.06	0.00	1,605,185.06

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
50004	TEXAS MUNICIPAL RETIREMEN							
I-TMR9/01/23PY	T.M.R.S.	D	9/01/2023			004934		
01 02-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,394.42				
01 03-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,847.94				
01 05-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,103.61				
01 08-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		15,004.88				
01 10-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		663.51				
01 11-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,348.40				
01 12-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		3,401.27				
01 13-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,403.53				
01 14-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		377.38				
01 15-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		446.22				
01 16-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,409.96				
01 17-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		13,080.23				
01 18-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,393.02				
01 19-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,401.96				
01 20-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		3,892.36				
01 26-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		633.72				
01 41-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		978.48				
01 48-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,638.27				
14 00-21235	T.M.R.S. PAYABLE	T.M.R.S.		24,125.08				
21 21-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		464.82				
25 25-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,645.92				
31 32-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,597.88				
31 34-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,435.50				
31 35-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,206.24				
38 28-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		566.26				
38 38-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,905.00				
39 39-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,067.33				93,433.19
50005	CITY OF PAMPA - PAYROLL F							
I-9/01/23PAYROLL	CITY OF PAMPA - PAYROLL F	D	9/01/2023			004935		
01 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		284,128.69				
14 00-11119	DUE FROM OTHER FUNDS	CITY OF PAMPA - PAYR		363,962.65CR				
14 00-11103	CASH IN BANK-FIRSTBANK	CITY OF PAMPA - PAYR		241,029.34				
21 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		3,206.91				
25 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		8,670.53				
31 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		35,946.06				
32 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		10,632.30				
38 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		12,228.68				
39 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		9,149.48				241,029.34
50008	EMPOWER RETIREMENT, LLC							
I-HAR9/01/23PY	HARTFORD DEF	D	9/01/2023			004936		
14 00-21226	HARTFORD DEFERED PAYABLE	HARTFORD DEF		660.00				660.00

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
50018	FIRSTBANK SOUTHWEST							
I-CHS9/01/23PY	CITY HSA CONTRIBUTION	D	9/01/2023			004937		
01 03-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 12-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 15-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 17-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 19-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 20-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 41-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
01 48-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		141.44				
31 32-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		141.44				
31 34-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		212.16				
31 35-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
38 38-41090	HEALTH INSURANCE	CITY HSA CONTRIBUTIO		70.72				
I-T1 9/01/23PY	FEDERAL W/H	D	9/01/2023			004937		
14 00-21241	FEDERAL W/HOLD. PAYABLE	FEDERAL W/H		27,052.38				
I-T3 9/01/23PY	FICA W/H	D	9/01/2023			004937		
01 02-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		731.89				
01 03-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		830.54				
01 05-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		323.90				
01 08-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		4,345.98				
01 10-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		201.11				
01 11-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		428.12				
01 12-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		1,004.01				
01 13-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		483.30				
01 14-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		123.51				
01 15-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		241.67				
01 16-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		410.51				
01 17-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		3,868.31				
01 18-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		690.54				
01 19-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		741.64				
01 20-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		1,113.98				
01 26-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		170.35				
01 41-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		295.91				
01 48-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		754.99				
14 00-21242	F.I.C.A. PAYABLE	FICA W/H		21,536.51				
21 21-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		177.04				
25 25-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		516.54				
31 32-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		779.85				
31 34-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		705.53				
31 35-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		649.19				
32 16-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		659.25				
38 28-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		158.57				
38 38-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		572.84				
39 39-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		557.44				
I-T4 9/01/23PY	MEDICARE W/H	D	9/01/2023			004937		
01 02-41075	MEDICARE TAX EXPENSE	MEDICARE W/H		171.17				
01 03-41075	MEDICARE TAX EXPENSE	MEDICARE W/H		194.24				

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

[illegible]

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51008	CITY OF PAMPA - BCBS CONT							
I-BC 9/01/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/01/2023			004941		
01 11-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 12-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		2,574.48				
01 13-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
01 14-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 16-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 17-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		6,758.01				
01 18-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
01 19-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,930.86				
01 20-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		2,896.29				
01 26-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 41-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 48-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		11,126.97				
25 25-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
31 32-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,930.86				
31 34-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
31 35-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
38 28-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
38 38-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
39 39-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
I-BCA9/01/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/01/2023			004941		
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		416.86				
21 21-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
I-BCH9/01/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/01/2023			004941		
01 03-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 12-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 15-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 17-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
01 19-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 20-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 41-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 48-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		111.72				
31 32-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
31 34-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		859.35				
31 35-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
38 38-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				59,325.93
51016	CITY OF PAMPA - DTL							
I-DEA9/01/23PY	DENTAL AFTER TAX	D	9/01/2023			004942		
14 00-21227	DENTAL BENEFITS PAYABLE	DENTAL AFTER TAX		40.00				
I-DEN9/01/23PY	DENTAL CONTRIBUTIONS - PRETAX	D	9/01/2023			004942		
14 00-21227	DENTAL BENEFITS PAYABLE	DENTAL CONTRIBUTIONS		3,490.00				3,530.00

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51044		CITY OF PAMPA							
I-AG29/01/23PY		ANNUAL GOLF PASSES SECOND	D	9/01/2023			004943		
14 00-11120		CASH CLEARING ACCOUNT	ANNUAL GOLF PASSES S		25.00				
I-AGP9/01/23PY		ANNUAL GOLF PASSES	D	9/01/2023			004943		
14 00-11120		CASH CLEARING ACCOUNT	ANNUAL GOLF PASSES		137.50				162.50
51099		MUTUAL OF OMAHA							
I-AEC9/01/23PY		ACCIDENTAL E/C	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	ACCIDENTAL E/C		148.95				
I-AEF9/01/23PY		ACCIDENTAL E/F	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	ACCIDENTAL E/F		194.85				
I-AEO9/01/23PY		ACCIDENTAL E/O	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	ACCIDENTAL E/O		330.82				
I-AES9/01/23PY		ACCIDENTAL E/S	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	ACCIDENTAL E/S		79.56				
I-HEC9/01/23PY		HOSP INDEMNITY E/C	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	HOSP INDEMNITY E/C		44.00				
I-HF 9/01/23PY		HOSP INDEMNITY E/F	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	HOSP INDEMNITY E/F		122.50				
I-HI 9/01/23PY		HOSP INDEMNITY E/O	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	HOSP INDEMNITY E/O		160.00				
I-HS 9/01/23PY		HOSP INDEMNITY E/S	D	9/01/2023			004946		
14 00-21246		VOLUNTARY INSURANCE	HOSP INDEMNITY E/S		60.00				
I-L659/01/23PY		CITY PAID LIFE 65-69	D	9/01/2023			004946		
01 08-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
01 12-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
01 17-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
I-L709/01/23PY		CITY PAID LIFE 70 AND OVER	D	9/01/2023			004946		
01 12-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 70 AN		0.48				
I-LAD9/01/23PY		LIFE SUPPLEMENTAL A D & D	D	9/01/2023			004946		
14 00-21249		LTD & LIFE INS. PAYABLE	LIFE SUPPLEMENTAL A		126.70				
I-LC 9/01/23PY		CITY PAID LIFE	D	9/01/2023			004946		
01 02-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		3.15				
01 03-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
01 05-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 08-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		29.40				
01 10-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 11-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 12-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		9.45				
01 13-41085		LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51099	MUTUAL OF OMAHA	CONT						
I-LC 9/01/23PY	CITY PAID LIFE	D	9/01/2023			004946		
01 14-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 15-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 16-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 17-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		25.20				
01 18-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
01 19-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		7.35				
01 20-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		11.55				
01 26-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 41-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 48-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		8.40				
21 21-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
25 25-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		4.20				
31 32-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		8.40				
31 34-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		7.35				
31 35-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
38 28-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
38 38-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
39 39-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
I-LS 9/01/23PY	SHORT TERM DISABLITIY	D	9/01/2023			004946		
14 00-21249	LTD & LIFE INS. PAYABLE	SHORT TERM DISABLITI		502.37				
I-LSA9/01/23PY	LIFE SUPPL > 50,0000	D	9/01/2023			004946		
14 00-21249	LTD & LIFE INS. PAYABLE	LIFE SUPPL > 50,0000		641.75				
I-LSP9/01/23PY	SUPPLEMENTAL LIFE PRE-TAX	D	9/01/2023			004946		
14 00-21249	LTD & LIFE INS. PAYABLE	SUPPLEMENTAL LIFE PRE		361.20				
I-LT 9/01/23PY	LONG TERM DISABILITY	D	9/01/2023			004946		
01 02-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		41.69				
01 03-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		50.98				
01 05-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		18.53				
01 08-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		236.89				
01 10-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		11.87				
01 11-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		24.26				
01 12-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		59.30				
01 13-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		25.18				
01 14-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		5.82				
01 15-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		7.85				
01 16-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		25.22				
01 17-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		161.97				
01 18-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		42.89				
01 19-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		42.30				
01 20-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		68.25				
01 26-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		11.41				
01 41-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		18.10				
01 48-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		48.94				
21 21-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		8.24				
25 25-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		30.08				
31 32-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		47.47				

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51099	MUTUAL OF OMAHA	CONT						
I-LT 9/01/23PY	LONG TERM DISABILITY	D	9/01/2023			004946		
31 34-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		39.93				
31 35-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		38.06				
38 28-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		23.25				
38 38-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		32.85				
39 39-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		19.69				
I-VCI9/01/23PY	CRITICAL ILLNESS	D	9/01/2023			004946		
14 00-21249	LTD & LIFE INS. PAYABLE	CRITICAL ILLNESS		314.24				
I-VCS9/01/23PY	CRITICAL ILLNESS SPOUSE	D	9/01/2023			004946		
14 00-21249	LTD & LIFE INS. PAYABLE	CRITICAL ILLNESS SPO		160.20				4,552.23
51116	BCBSTX/VISION							
I-BCV9/01/23PY	VISION PRE TAX	D	9/01/2023			004949		
14 00-21234	VISION INS PAYABLE	VISION PRE TAX		858.00				858.00
50004	TEXAS MUNICIPAL RETIREMEN							
I-09142023	AUGUST 2023 TMRS	D	9/14/2023			005041		
14 00-21235	T.M.R.S. PAYABLE	AUGUST 2023 TMRS		188,400.78				188,400.78
50004	TEXAS MUNICIPAL RETIREMEN							
C-C-TMRSP VOID	T.M.R.S.	D	9/15/2023			005042		
01 08-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		123.68CR				
14 00-21235	T.M.R.S. PAYABLE	T.M.R.S.		43.05CR				
I-TMR9/15/23PY	T.M.R.S.	D	9/15/2023			005042		
01 02-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,394.42				
01 03-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,847.95				
01 05-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,145.38				
01 08-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		15,098.09				
01 10-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		663.51				
01 11-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,347.19				
01 12-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		3,351.06				
01 13-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,886.87				
01 14-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		379.80				
01 16-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,440.44				
01 17-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		13,107.81				

VENDOR SET: 14 CITY OF PAMPA

BANK: 02R FIRSTBANK SOUTHWEST

DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
50004	TEXAS MUNICIPAL RETIRECONT							
I-TMR9/15/23PY	T.M.R.S.	D	9/15/2023			005042		
01 18-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,391.21				
01 19-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,649.80				
01 20-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		4,197.30				
01 26-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		633.72				
01 41-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		978.48				
01 48-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,691.79				
14 00-21235	T.M.R.S. PAYABLE	T.M.R.S.		24,337.98				
21 21-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		464.22				
25 25-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,645.91				
31 32-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,610.27				
31 34-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,383.52				
31 35-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		2,112.39				
38 28-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		569.49				
38 38-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,861.73				
39 39-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		1,067.33				
I-TMR9/15/23SP	T.M.R.S.	D	9/15/2023			005042		
01 08-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		123.68				
14 00-21235	T.M.R.S. PAYABLE	T.M.R.S.		43.05				
I-TMRJP9/15/23	T.M.R.S.	D	9/15/2023			005042		
01 08-41070	TEXAS MUNICIPAL RETIREMENT	T.M.R.S.		79.88				
14 00-21235	T.M.R.S. PAYABLE	T.M.R.S.		27.80				94,365.34
50005	CITY OF PAMPA - PAYROLL F							
I-9/15/23 SP	CITY OF PAMPA - PAYROLL F	D	9/15/2023			005043		
01 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		615.04				
14 00-11119	DUE FROM OTHER FUNDS	CITY OF PAMPA - PAYR		615.04CR				
14 00-11103	CASH IN BANK-FIRSTBANK	CITY OF PAMPA - PAYR		524.66				
I-9/15/23PY	CITY OF PAMPA - PAYROLL F	D	9/15/2023			005043		
01 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		287,420.18				
14 00-11119	DUE FROM OTHER FUNDS	CITY OF PAMPA - PAYR		366,803.77CR				
14 00-11103	CASH IN BANK-FIRSTBANK	CITY OF PAMPA - PAYR		243,012.86				
21 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		4,913.09				
25 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		8,603.02				
31 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		35,262.53				
32 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		9,229.89				
38 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		12,038.58				
39 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		9,336.48				
I-SP PAYROLL 9/15/23	CITY OF PAMPA - PAYROLL F	D	9/15/2023			005043		
01 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		397.20				
14 00-11119	DUE FROM OTHER FUNDS	CITY OF PAMPA - PAYR		397.20CR				
14 00-11103	CASH IN BANK-FIRSTBANK	CITY OF PAMPA - PAYR		339.01				243,876.53

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
50008	EMPOWER RETIREMENT, LLC							
I-HAR9/15/23PY	HARTFORD DEF	D	9/15/2023			005044		
14 00-21226	HARTFORD DEFERED PAYABLE	HARTFORD DEF		660.00				660.00
50018	FIRSTBANK SOUTHWEST							
C-C-T1 SP VOID	FEDERAL W/H	D	9/15/2023			005045		
14 00-21241	FEDERAL W/HOLD. PAYABLE	FEDERAL W/H		0.28CR				
C-C-T3 SP VOID	FICA W/H	D	9/15/2023			005045		
01 08-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		38.13CR				
14 00-21242	F.I.C.A. PAYABLE	FICA W/H		38.13CR				
C-C-T4 SP VOID	MEDICARE W/H	D	9/15/2023			005045		
01 08-41075	MEDICARE TAX EXPENSE	MEDICARE W/H		8.92CR				
14 00-21232	MEDICARE PAYABLE	MEDICARE W/H		8.92CR				
I-T1 9/15/23PY	FEDERAL W/H	D	9/15/2023			005045		
14 00-21241	FEDERAL W/HOLD. PAYABLE	FEDERAL W/H		27,234.01				
I-T1 9/15/23SP	FEDERAL W/H	D	9/15/2023			005045		
14 00-21241	FEDERAL W/HOLD. PAYABLE	FEDERAL W/H		0.28				
I-T3 9/15/23PY	FICA W/H	D	9/15/2023			005045		
01 02-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		731.89				
01 03-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		830.54				
01 05-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		336.78				
01 08-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		4,374.71				
01 10-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		201.11				
01 11-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		418.45				
01 12-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		988.55				
01 13-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		604.48				
01 14-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		153.95				
01 15-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		88.41				
01 16-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		419.91				
01 17-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		3,876.83				
01 18-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		697.41				
01 19-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		804.48				
01 20-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		1,208.01				
01 26-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		170.35				
01 41-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		295.91				
01 48-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		771.50				
14 00-21242	F.I.C.A. PAYABLE	FICA W/H		21,724.79				
21 21-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		276.81				
25 25-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		512.35				
31 32-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		783.67				
31 34-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		688.63				
31 35-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		620.27				
32 16-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		572.25				
38 28-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		169.01				
38 38-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		559.49				
39 39-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		569.04				
I-T3 9/15/23SP	FICA W/H	D	9/15/2023			005045		
01 08-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		38.13				

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51008	CITY OF PAMPA - BCBS							
I-BC 9/15/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/15/2023			005049		
01 02-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 03-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
01 05-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 08-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		9,010.68				
01 10-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 11-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 12-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		2,574.48				
01 13-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
01 14-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 16-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
01 17-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		7,079.82				
01 18-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
01 19-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,930.86				
01 20-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		2,896.29				
01 26-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 41-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
01 48-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,609.05				
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		11,126.97				
25 25-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
31 32-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,930.86				
31 34-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
31 35-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
38 28-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
38 38-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,287.24				
39 39-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		643.62				
I-BCA9/15/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/15/2023			005049		
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		416.86				
21 21-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		321.81				
I-BCH9/15/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/15/2023			005049		
01 03-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 12-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 13-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 17-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
01 19-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 20-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 41-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
01 48-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
14 00-21229	MEDICAL INSURANCE PAYABLE	BCBS MEDICAL INSURAN		111.72				

VENDOR SET: 14 CITY OF PAMPA
 BANK: 02R FIRSTBANK SOUTHWEST
 DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51008	CITY OF PAMPA - BCBS CONT							
I-BCH9/15/23PY	BCBS MEDICAL INSURANCE PAYROLL	D	9/15/2023			005049		
31 32-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		572.90				
31 34-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		1,145.80				
31 35-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				
38 38-41090	HEALTH INSURANCE	BCBS MEDICAL INSURAN		286.45				58,968.76
51016	CITY OF PAMPA - DTL							
I-DC 9/15/23PY	CITY DENTAL CONTRIBUTION	D	9/15/2023			005050		
01 02-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		36.00				
01 03-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		72.00				
01 05-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		24.00				
01 08-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		384.00				
01 10-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		12.00				
01 11-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		24.00				
01 12-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		120.00				
01 13-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		48.00				
01 14-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		12.00				
01 15-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		12.00				
01 16-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		24.00				
01 17-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		324.00				
01 18-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		60.00				
01 19-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		72.00				
01 20-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		132.00				
01 26-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		12.00				
01 41-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		24.00				
01 48-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		96.00				
21 21-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		12.00				
25 25-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		48.00				
31 32-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		96.00				
31 34-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		108.00				
31 35-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		72.00				
38 28-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		36.00				
38 38-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		72.00				
39 39-41097	DENTAL INSURANCE	CITY DENTAL CONTRIBU		36.00				
I-DEA9/15/23PY	DENTAL AFTER TAX	D	9/15/2023			005050		
14 00-21227	DENTAL BENEFITS PAYABLE	DENTAL AFTER TAX		40.00				
I-DEN9/15/23PY	DENTAL CONTRIBUTIONS - PRETAX	D	9/15/2023			005050		
14 00-21227	DENTAL BENEFITS PAYABLE	DENTAL CONTRIBUTIONS		3,430.00				5,438.00
51044	CITY OF PAMPA							
I-AGP9/15/23PY	ANNUAL GOLF PASSES	D	9/15/2023			005051		
14 00-11120	CASH CLEARING ACCOUNT	ANNUAL GOLF PASSES		137.50				137.50

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51099	MUTUAL OF OMAHA							
I-AEC9/15/23PY	ACCIDENTAL E/C	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	ACCIDENTAL E/C		99.30				
I-AEF9/15/23PY	ACCIDENTAL E/F	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	ACCIDENTAL E/F		194.85				
I-AEO9/15/23PY	ACCIDENTAL E/O	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	ACCIDENTAL E/O		340.55				
I-AES9/15/23PY	ACCIDENTAL E/S	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	ACCIDENTAL E/S		79.56				
I-HEC9/15/23PY	HOSP INDEMNITY E/C	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	HOSP INDEMNITY E/C		44.00				
I-HF 9/15/23PY	HOSP INDEMNITY E/F	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	HOSP INDEMNITY E/F		122.50				
I-HI 9/15/23PY	HOSP INDEMNITY E/O	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	HOSP INDEMNITY E/O		130.00				
I-HS 9/15/23PY	HOSP INDEMNITY E/S	D	9/15/2023			005054		
14 00-21246	VOLUNTARY INSURANCE	HOSP INDEMNITY E/S		60.00				
I-L659/15/23PY	CITY PAID LIFE 65-69	D	9/15/2023			005054		
01 08-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
01 12-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
01 17-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 65-69		0.63				
I-L709/15/23PY	CITY PAID LIFE 70 AND OVER	D	9/15/2023			005054		
01 12-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE 70 AN		0.48				
I-LAD9/15/23PY	LIFE SUPPLEMENTAL A D & D	D	9/15/2023			005054		
14 00-21249	LTD & LIFE INS. PAYABLE	LIFE SUPPLEMENTAL A		126.70				
I-LC 9/15/23PY	CITY PAID LIFE	D	9/15/2023			005054		
01 02-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		3.15				
01 03-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
01 05-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 08-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		29.40				
01 10-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 11-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 12-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		9.45				
01 13-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		6.30				
01 14-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 16-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 17-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		130.20				
01 18-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
01 19-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		7.35				
01 20-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		11.55				

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51099	MUTUAL OF OMAHA	CONT						
I-LC 9/15/23PY	CITY PAID LIFE	D	9/15/2023			005054		
01 26-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
01 41-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
01 48-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		8.40				
21 21-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		1.05				
25 25-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		4.20				
31 32-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		8.40				
31 34-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		8.40				
31 35-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
38 28-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
38 38-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		5.25				
39 39-41085	LTD, AD&D, & LIFE INSURANCE	CITY PAID LIFE		2.10				
I-LS 9/15/23PY	SHORT TERM DISABLITIY	D	9/15/2023			005054		
14 00-21249	LTD & LIFE INS. PAYABLE	SHORT TERM DISABLITI		485.46				
I-LSA9/15/23PY	LIFE SUPPL > 50,0000	D	9/15/2023			005054		
14 00-21249	LTD & LIFE INS. PAYABLE	LIFE SUPPL > 50,0000		641.75				
I-LSP9/15/23PY	SUPPLEMENTAL LIFE PRE-TAX	D	9/15/2023			005054		
14 00-21249	LTD & LIFE INS. PAYABLE	SUPPLEMENTAL LIFE PRE		361.20				
I-LT 9/15/23PY	LONG TERM DISABILITY	D	9/15/2023			005054		
01 02-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		41.69				
01 03-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		50.98				
01 05-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		18.53				
01 08-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		236.89				
01 10-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		11.87				
01 11-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		24.26				
01 12-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		59.30				
01 13-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		33.03				
01 14-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		5.82				
01 16-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		25.22				
01 17-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		168.24				
01 18-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		42.89				
01 19-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		42.30				
01 20-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		68.25				
01 26-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		11.41				
01 41-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		18.10				
01 48-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		48.94				
21 21-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		8.24				
25 25-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		30.08				
31 32-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		47.47				
31 34-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		44.93				
31 35-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		38.06				
38 28-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		9.30				
38 38-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		32.85				
39 39-41085	LTD, AD&D, & LIFE INSURANCE	LONG TERM DISABILITY		19.69				
I-VCI9/15/23PY	CRITICAL ILLNESS	D	9/15/2023			005054		
14 00-21249	LTD & LIFE INS. PAYABLE	CRITICAL ILLNESS		300.44				
I-VCS9/15/23PY	CRITICAL ILLNESS SPOUSE	D	9/15/2023			005054		

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

[illegible]

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
50005	CITY OF PAMPA - PAYROLL F							
I-9/29/23PAYROLL	CITY OF PAMPA - PAYROLL F	D	9/30/2023			005079		
01 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		284,453.79				
14 00-11119	DUE FROM OTHER FUNDS	CITY OF PAMPA - PAYR		359,788.50CR				
14 00-11103	CASH IN BANK-FIRSTBANK	CITY OF PAMPA - PAYR		252,937.16				
21 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		4,855.44				
25 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		8,778.52				
31 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		36,380.01				
38 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		16,205.26				
39 00-21300	DUE TO PAYROLL FUND	CITY OF PAMPA - PAYR		9,115.48				252,937.16
50008	EMPOWER RETIREMENT, LLC							
I-HAR9/29/23PY	HARTFORD DEF	D	9/30/2023			005080		
14 00-21226	HARTFORD DEFERED PAYABLE	HARTFORD DEF		660.00				660.00
50018	FIRSTBANK SOUTHWEST							
I-T1 9/29/23PY	FEDERAL W/H	D	9/30/2023			005081		
14 00-21241	FEDERAL W/HOLD. PAYABLE	FEDERAL W/H		29,704.78				
I-T3 9/29/23PY	FICA W/H	D	9/30/2023			005081		
01 01-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		6.20				
01 02-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		750.30				
01 03-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		987.53				
01 05-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		347.33				
01 08-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		4,707.59				
01 10-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		207.35				
01 11-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		439.72				
01 12-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		1,031.09				
01 13-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		649.99				
01 14-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		126.11				
01 15-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		118.80				
01 16-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		450.98				
01 17-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		3,837.40				
01 18-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		794.74				
01 19-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		686.86				
01 20-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		1,202.80				
01 26-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		195.38				
01 41-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		308.18				
01 48-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		856.41				
14 00-21242	F.I.C.A. PAYABLE	FICA W/H		22,341.07				
21 21-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		256.92				
25 25-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		544.27				
31 32-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		827.21				
31 34-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		772.43				
31 35-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		662.25				
38 28-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		267.85				
38 38-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		740.22				
39 39-41080	SOCIAL SECURITY TAX EXPENSE	FICA W/H		565.16				
I-T4 9/29/23PY	MEDICARE W/H	D	9/30/2023			005081		

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

				CHECK			CHECK	CHECK	CHECK	
VENDOR I.D.	NAME			STATUS	DATE	AMOUNT	DISCOUNT	NO	STATUS	AMOUNT
50018	FIRSTBANK SOUTHWEST			CONT						
I-T4	9/29/23	PY	MEDICARE W/H	D	9/30/2023	005081				
01	01-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	1.45				
01	02-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	175.47				
01	03-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	230.96				
01	05-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	81.23				
01	08-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	1,100.99				
01	10-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	48.49				
01	11-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	102.84				
01	12-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	241.12				
01	13-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	152.00				
01	14-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	29.49				
01	15-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	27.79				
01	16-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	105.47				
01	17-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	897.47				
01	18-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	185.86				
01	19-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	160.65				
01	20-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	281.32				
01	26-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	45.69				
01	41-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	72.08				
01	48-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	200.29				
14	00-21232		MEDICARE PAYABLE		MEDICARE W/H	5,224.96				
21	21-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	60.09				
25	25-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	127.29				
31	32-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	193.44				
31	34-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	180.64				
31	35-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	154.89				
38	28-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	62.63				
38	38-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	173.12				
39	39-41075		MEDICARE TAX EXPENSE		MEDICARE W/H	132.20				84,836.84

Category	Item	Value	Unit	Notes
Category 1	Item 1.1	100	kg	Weight of Item 1.1
	Item 1.2	200	kg	Weight of Item 1.2
	Item 1.3	300	kg	Weight of Item 1.3
Category 2	Item 2.1	150	kg	Weight of Item 2.1
	Item 2.2	250	kg	Weight of Item 2.2
	Item 2.3	350	kg	Weight of Item 2.3
Category 3	Item 3.1	120	kg	Weight of Item 3.1
	Item 3.2	220	kg	Weight of Item 3.2
	Item 3.3	320	kg	Weight of Item 3.3

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
51006	PAMPA YOUTH CENTER							
I-YC 9/15/23PY	YOUTH CENTER	R	9/15/2023			222167		
14 00-21238	YOUTH CENTER PAYABLE	YOUTH CENTER		460.00				460.00
51045	PAMPA MUNICIPAL CR. UN.							
I-EMP9/15/23PY	EMPLOYEE CLUB FUND	R	9/15/2023			222168		
14 00-21225	CREDIT UNION PAYABLE	EMPLOYEE CLUB FUND		203.00				203.00
51097	BRANDON FITNESS (TEXAS) INC							
I-ANY9/15/23PY	ANYTIME FITNESS	R	9/15/2023			222169		
14 00-21238	YOUTH CENTER PAYABLE	ANYTIME FITNESS		148.00				148.00
51102	EDWARD JONES-KS							
I-EDK9/15/23PY	ROTH IRA	R	9/15/2023			222170		
14 00-21251	EDWARD JONES PAYABLE	ROTH IRA		250.00				250.00
NYL	NEW YORK LIFE INSURANCE COMPAN							
I-NYL9/15/23PY	NEW YORK LIFE PREMIUMS	R	9/15/2023			222171		
14 00-21247	PRE-PAID LEGAL PAYABLE	NEW YORK LIFE PREMIU		392.24				392.24
50131	EDWARD JONES							
I-EDJ9/29/23PY	ROTH IRA	R	9/28/2023			222246		
14 00-21251	EDWARD JONES PAYABLE	ROTH IRA		50.00				50.00
51000	PAMPA FIREFIGHTER'S ASSOCIATIO							
I-PFA9/29/23PY	ASSOCIATION DUES	R	9/28/2023			222247		
14 00-21233	MISCELLANEOUS PAYABLE	ASSOCIATION DUES		466.21				466.21
51004	PAMPA MUNICIPAL CR. UN.							
I-CU 9/29/23PY	CREDIT UNION	R	9/28/2023			222248		
14 00-21225	CREDIT UNION PAYABLE	CREDIT UNION		21,435.15				21,435.15
51045	PAMPA MUNICIPAL CR. UN.							
I-EMP9/29/23PY	EMPLOYEE CLUB FUND	R	9/28/2023			222249		
14 00-21225	CREDIT UNION PAYABLE	EMPLOYEE CLUB FUND		203.00				203.00
51097	BRANDON FITNESS (TEXAS) INC							
I-ANY9/29/23PY	ANYTIME FITNESS	R	9/28/2023			222250		
14 00-21238	YOUTH CENTER PAYABLE	ANYTIME FITNESS		148.00				148.00
51102	EDWARD JONES-KS							
I-EDK9/29/23PY	ROTH IRA	R	9/28/2023			222251		
14 00-21251	EDWARD JONES PAYABLE	ROTH IRA		250.00				250.00

VENDOR SET: 14 CITY OF PAMPA
 BANK: 02R FIRSTBANK SOUTHWEST
 DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
-------------	------	--------	---------------	--------	----------	-------------	-----------------	-----------------

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	16	46,167.61	0.00	46,167.61
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	48	1,601,799.61	0.00	1,601,799.61
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 00-21300	DUE TO PAYROLL FUND	857,014.90
01 01-41075	MEDICARE TAX EXPENSE	1.45
01 01-41080	SOCIAL SECURITY TAX EXPENSE	6.20
01 02-41070	TEXAS MUNICIPAL RETIREMENT	7,222.48
01 02-41075	MEDICARE TAX EXPENSE	517.81
01 02-41080	SOCIAL SECURITY TAX EXPENSE	2,214.08
01 02-41085	LTD, AD&D, & LIFE INSURANCE	89.68
01 02-41090	HEALTH INSURANCE	1,287.24
01 02-41097	DENTAL INSURANCE	36.00
01 03-41070	TEXAS MUNICIPAL RETIREMENT	8,899.02
01 03-41075	MEDICARE TAX EXPENSE	619.44
01 03-41080	SOCIAL SECURITY TAX EXPENSE	2,648.61
01 03-41085	LTD, AD&D, & LIFE INSURANCE	112.46
01 03-41090	HEALTH INSURANCE	3,218.10
01 03-41097	DENTAL INSURANCE	72.00
01 05-41070	TEXAS MUNICIPAL RETIREMENT	3,375.58
01 05-41075	MEDICARE TAX EXPENSE	235.76
01 05-41080	SOCIAL SECURITY TAX EXPENSE	1,008.01
01 05-41085	LTD, AD&D, & LIFE INSURANCE	41.26
01 05-41090	HEALTH INSURANCE	1,287.24
01 05-41097	DENTAL INSURANCE	24.00
01 08-41070	TEXAS MUNICIPAL RETIREMENT	45,452.18
01 08-41075	MEDICARE TAX EXPENSE	3,146.26
01 08-41080	SOCIAL SECURITY TAX EXPENSE	13,452.91
01 08-41085	LTD, AD&D, & LIFE INSURANCE	533.84
01 08-41090	HEALTH INSURANCE	18,021.36
01 08-41097	DENTAL INSURANCE	384.00
01 10-41070	TEXAS MUNICIPAL RETIREMENT	1,999.58
01 10-41075	MEDICARE TAX EXPENSE	142.55

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 10-41080	SOCIAL SECURITY TAX EXPENSE	609.57
01 10-41085	LTD, AD&D, & LIFE INSURANCE	25.84
01 10-41090	HEALTH INSURANCE	643.62
01 10-41097	DENTAL INSURANCE	12.00
01 11-41070	TEXAS MUNICIPAL RETIREMENT	4,061.49
01 11-41075	MEDICARE TAX EXPENSE	300.83
01 11-41080	SOCIAL SECURITY TAX EXPENSE	1,286.29
01 11-41085	LTD, AD&D, & LIFE INSURANCE	52.72
01 11-41090	HEALTH INSURANCE	1,287.24
01 11-41097	DENTAL INSURANCE	24.00
01 12-41070	TEXAS MUNICIPAL RETIREMENT	10,096.74
01 12-41075	MEDICARE TAX EXPENSE	707.12
01 12-41080	SOCIAL SECURITY TAX EXPENSE	3,023.65
01 12-41085	LTD, AD&D, & LIFE INSURANCE	139.72
01 12-41090	HEALTH INSURANCE	5,792.58
01 12-41097	DENTAL INSURANCE	120.00
01 13-41070	TEXAS MUNICIPAL RETIREMENT	5,309.80
01 13-41075	MEDICARE TAX EXPENSE	406.42
01 13-41080	SOCIAL SECURITY TAX EXPENSE	1,737.77
01 13-41085	LTD, AD&D, & LIFE INSURANCE	69.76
01 13-41090	HEALTH INSURANCE	3,504.55
01 13-41097	DENTAL INSURANCE	48.00
01 14-41070	TEXAS MUNICIPAL RETIREMENT	1,146.63
01 14-41075	MEDICARE TAX EXPENSE	94.40
01 14-41080	SOCIAL SECURITY TAX EXPENSE	403.57
01 14-41085	LTD, AD&D, & LIFE INSURANCE	13.74
01 14-41090	HEALTH INSURANCE	643.62
01 14-41097	DENTAL INSURANCE	12.00
01 15-41070	TEXAS MUNICIPAL RETIREMENT	446.22
01 15-41075	MEDICARE TAX EXPENSE	104.99
01 15-41080	SOCIAL SECURITY TAX EXPENSE	448.88
01 15-41085	LTD, AD&D, & LIFE INSURANCE	8.90
01 15-41090	HEALTH INSURANCE	357.17
01 15-41097	DENTAL INSURANCE	12.00
01 16-41070	TEXAS MUNICIPAL RETIREMENT	4,313.16
01 16-41075	MEDICARE TAX EXPENSE	299.67
01 16-41080	SOCIAL SECURITY TAX EXPENSE	1,281.40
01 16-41085	LTD, AD&D, & LIFE INSURANCE	54.64
01 16-41090	HEALTH INSURANCE	1,287.24
01 16-41097	DENTAL INSURANCE	24.00
01 17-41070	TEXAS MUNICIPAL RETIREMENT	38,634.84
01 17-41075	MEDICARE TAX EXPENSE	2,708.84
01 17-41080	SOCIAL SECURITY TAX EXPENSE	11,582.54
01 17-41085	LTD, AD&D, & LIFE INSURANCE	486.87
01 17-41090	HEALTH INSURANCE	15,054.35
01 17-41097	DENTAL INSURANCE	324.00

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
01 18-41070	TEXAS MUNICIPAL RETIREMENT	7,336.87
01 18-41075	MEDICARE TAX EXPENSE	510.47
01 18-41080	SOCIAL SECURITY TAX EXPENSE	2,182.69
01 18-41085	LTD, AD&D, & LIFE INSURANCE	96.28
01 18-41090	HEALTH INSURANCE	3,218.10
01 18-41097	DENTAL INSURANCE	60.00
01 19-41070	TEXAS MUNICIPAL RETIREMENT	7,184.02
01 19-41075	MEDICARE TAX EXPENSE	522.23
01 19-41080	SOCIAL SECURITY TAX EXPENSE	2,232.98
01 19-41085	LTD, AD&D, & LIFE INSURANCE	99.30
01 19-41090	HEALTH INSURANCE	4,505.34
01 19-41097	DENTAL INSURANCE	72.00
01 20-41070	TEXAS MUNICIPAL RETIREMENT	11,991.06
01 20-41075	MEDICARE TAX EXPENSE	824.38
01 20-41080	SOCIAL SECURITY TAX EXPENSE	3,524.79
01 20-41085	LTD, AD&D, & LIFE INSURANCE	159.60
01 20-41090	HEALTH INSURANCE	6,436.20
01 20-41097	DENTAL INSURANCE	132.00
01 26-41070	TEXAS MUNICIPAL RETIREMENT	1,901.16
01 26-41075	MEDICARE TAX EXPENSE	125.37
01 26-41080	SOCIAL SECURITY TAX EXPENSE	536.08
01 26-41085	LTD, AD&D, & LIFE INSURANCE	24.92
01 26-41090	HEALTH INSURANCE	643.62
01 26-41097	DENTAL INSURANCE	12.00
01 41-41070	TEXAS MUNICIPAL RETIREMENT	2,956.56
01 41-41075	MEDICARE TAX EXPENSE	210.48
01 41-41080	SOCIAL SECURITY TAX EXPENSE	900.00
01 41-41085	LTD, AD&D, & LIFE INSURANCE	40.40
01 41-41090	HEALTH INSURANCE	1,287.24
01 41-41097	DENTAL INSURANCE	24.00
01 48-41070	TEXAS MUNICIPAL RETIREMENT	8,107.88
01 48-41075	MEDICARE TAX EXPENSE	557.28
01 48-41080	SOCIAL SECURITY TAX EXPENSE	2,382.90
01 48-41085	LTD, AD&D, & LIFE INSURANCE	114.68
01 48-41090	HEALTH INSURANCE	4,505.34
01 48-41097	DENTAL INSURANCE	96.00
	*** FUND TOTAL ***	1,167,581.60
14 00-11103	CASH IN BANK-FIRSTBANK	737,843.03
14 00-11119	DUE FROM OTHER FUNDS	1,091,567.16CR
14 00-11120	CASH CLEARING ACCOUNT	437.50
14 00-21225	CREDIT UNION PAYABLE	43,126.92
14 00-21226	HARTFORD DEFERED PAYABLE	1,980.00
14 00-21227	DENTAL BENEFITS PAYABLE	7,000.00
14 00-21229	MEDICAL INSURANCE PAYABLE	23,311.10
14 00-21232	MEDICARE PAYABLE	15,348.37

VENDOR SET: 14 CITY OF PAMPA
BANK: 02R FIRSTBANK SOUTHWEST
DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
14 00-21233	MISCELLANEOUS PAYABLE	6,046.95
14 00-21234	VISION INS PAYABLE	1,707.54
14 00-21235	T.M.R.S. PAYABLE	261,446.53
14 00-21236	UNITED FUND PAYABLE	205.67
14 00-21238	YOUTH CENTER PAYABLE	756.00
14 00-21241	FEDERAL W/HOLD. PAYABLE	83,991.17
14 00-21242	F.I.C.A. PAYABLE	65,627.00
14 00-21246	VOLUNTARY INSURANCE	2,211.44
14 00-21247	PRE-PAID LEGAL PAYABLE	526.33
14 00-21249	LTD & LIFE INS. PAYABLE	4,182.21
14 00-21251	EDWARD JONES PAYABLE	600.00
	*** FUND TOTAL ***	164,780.60
21 00-21300	DUE TO PAYROLL FUND	12,975.44
21 21-41070	TEXAS MUNICIPAL RETIREMENT	1,402.91
21 21-41075	MEDICARE TAX EXPENSE	166.23
21 21-41080	SOCIAL SECURITY TAX EXPENSE	710.77
21 21-41085	LTD, AD&D, & LIFE INSURANCE	18.58
21 21-41090	HEALTH INSURANCE	643.62
21 21-41097	DENTAL INSURANCE	12.00
	*** FUND TOTAL ***	15,929.55
25 00-21300	DUE TO PAYROLL FUND	26,052.07
25 25-41070	TEXAS MUNICIPAL RETIREMENT	4,946.79
25 25-41075	MEDICARE TAX EXPENSE	367.91
25 25-41080	SOCIAL SECURITY TAX EXPENSE	1,573.16
25 25-41085	LTD, AD&D, & LIFE INSURANCE	68.56
25 25-41090	HEALTH INSURANCE	2,574.48
25 25-41097	DENTAL INSURANCE	48.00
	*** FUND TOTAL ***	35,630.97
31 00-21300	DUE TO PAYROLL FUND	107,588.60
31 32-41070	TEXAS MUNICIPAL RETIREMENT	7,891.26
31 32-41075	MEDICARE TAX EXPENSE	559.09
31 32-41080	SOCIAL SECURITY TAX EXPENSE	2,390.73
31 32-41085	LTD, AD&D, & LIFE INSURANCE	111.74
31 32-41090	HEALTH INSURANCE	5,148.96
31 32-41097	DENTAL INSURANCE	96.00
31 34-41070	TEXAS MUNICIPAL RETIREMENT	7,324.43
31 34-41075	MEDICARE TAX EXPENSE	506.69
31 34-41080	SOCIAL SECURITY TAX EXPENSE	2,166.59
31 34-41085	LTD, AD&D, & LIFE INSURANCE	100.61
31 34-41090	HEALTH INSURANCE	4,791.79
31 34-41097	DENTAL INSURANCE	108.00
31 35-41070	TEXAS MUNICIPAL RETIREMENT	6,466.66
31 35-41075	MEDICARE TAX EXPENSE	451.77

VENDOR SET: 14 CITY OF PAMPA
 BANK: 02R FIRSTBANK SOUTHWEST
 DATE RANGE: 9/01/2023 THRU 9/30/2023

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
31 35-41080	SOCIAL SECURITY TAX EXPENSE	1,931.71
31 35-41085	LTD, AD&D, & LIFE INSURANCE	86.62
31 35-41090	HEALTH INSURANCE	3,218.10
31 35-41097	DENTAL INSURANCE	72.00
	*** FUND TOTAL ***	151,011.35
32 00-21300	DUE TO PAYROLL FUND	19,862.19
32 16-41075	MEDICARE TAX EXPENSE	288.05
32 16-41080	SOCIAL SECURITY TAX EXPENSE	1,231.50
	*** FUND TOTAL ***	21,381.74
38 00-21300	DUE TO PAYROLL FUND	40,472.52
38 28-41070	TEXAS MUNICIPAL RETIREMENT	2,004.54
38 28-41075	MEDICARE TAX EXPENSE	139.24
38 28-41080	SOCIAL SECURITY TAX EXPENSE	595.43
38 28-41085	LTD, AD&D, & LIFE INSURANCE	39.90
38 28-41090	HEALTH INSURANCE	2,252.67
38 28-41097	DENTAL INSURANCE	36.00
38 38-41070	TEXAS MUNICIPAL RETIREMENT	6,167.68
38 38-41075	MEDICARE TAX EXPENSE	437.94
38 38-41080	SOCIAL SECURITY TAX EXPENSE	1,872.55
38 38-41085	LTD, AD&D, & LIFE INSURANCE	76.20
38 38-41090	HEALTH INSURANCE	3,218.10
38 38-41097	DENTAL INSURANCE	72.00
	*** FUND TOTAL ***	57,384.77
39 00-21300	DUE TO PAYROLL FUND	27,601.44
39 39-41070	TEXAS MUNICIPAL RETIREMENT	3,211.04
39 39-41075	MEDICARE TAX EXPENSE	395.70
39 39-41080	SOCIAL SECURITY TAX EXPENSE	1,691.64
39 39-41085	LTD, AD&D, & LIFE INSURANCE	43.58
39 39-41090	HEALTH INSURANCE	1,287.24
39 39-41097	DENTAL INSURANCE	36.00
	*** FUND TOTAL ***	34,266.64

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 14 BANK: 02R TOTALS:	64	1,647,967.22	0.00	1,647,967.22
BANK: 02R TOTALS:	212	3,253,152.28	0.00	3,253,152.28

VENDOR SET: 01 CITY OF PAMPA
BANK: 31042 TXCDA BLOCK GR
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
08195	PANHANDLE REGIONAL PLANNING CO							
I-328000-01	34-036 TXCDBG ADMIN SVC	H	9/28/2023			001036		
31 34-45030	IMPROVEMENTS	34-036 TXCDBG ADMIN		3,150.00				3,150.00

* * T O T A L S * *		NO	INVOICE AMOUNT		DISCOUNTS	CHECK AMOUNT	
REGULAR CHECKS:		0	0.00		0.00	0.00	
HAND CHECKS:		1	3,150.00		0.00	3,150.00	
DRAFTS:		0	0.00		0.00	0.00	
EFT:		0	0.00		0.00	0.00	
NON CHECKS:		0	0.00		0.00	0.00	
VOID CHECKS:	0 VOID DEBITS		0.00				
	VOID CREDITS		0.00	0.00	0.00		

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT

31 34-45030	IMPROVEMENTS	3,150.00
	*** FUND TOTAL ***	3,150.00
	*** FUND TOTAL ***	0.00

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 31042TOTALS:	1	3,150.00	0.00	3,150.00
BANK: 31042 TOTALS:	1	3,150.00	0.00	3,150.00

VENDOR SET: 01 CITY OF PAMPA
BANK: 66048 2020 CO PROCEEDS
DATE RANGE: 9/01/2023 THRU 9/30/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
08260	PARKHILL, SMITH & COOPER, INC							
I-01858822.00-13	12-032 PAMPA MILL & FILL	H	9/26/2023			001028		
66 55-45030	IMPROVEMENTS	12-032	PAMPA MILL &	3,770.00				3,770.00
13446	ADVANCED PAVEMENT MAINTENANCE,							
I-3	12-032 MILL & FILL BID	H	9/26/2023			001029		
66 55-45030	IMPROVEMENTS	12-032	MILL & FILL B	164,093.17				164,093.17

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	2	167,863.17	0.00	167,863.17
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
66 55-45030	IMPROVEMENTS	167,863.17
	*** FUND TOTAL ***	167,863.17
	*** FUND TOTAL ***	0.00

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 66048 TOTALS:	2	167,863.17	0.00	167,863.17
BANK: 66048 TOTALS:	2	167,863.17	0.00	167,863.17
REPORT TOTALS:	222	3,483,538.27	0.00	3,483,538.27

SELECTION CRITERIA

VENDOR SET: * - All
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/01/2023 THRU 9/30/2023
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: YES
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 3

ITEM/PROJECT:	RESOLUTION NO. 23-020, CASTING VOTES FOR THE GRAY CAD BOARD OF DIRECTORS
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider adopting Resolution No. R23-020, casting the City of Pampa's votes for the Board of Directors of the Gray County Appraisal District.
STAFF CONTACT:	Shane Stokes, City Manager
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Term of appointed Board Member will be from January 1, 2024 through December 31, 2025.
RECOMMENDED ACTION:	The City has a voting entitlement of 714 votes. Staff recommends Commission cast their desired votes for the Gray CAD Board of Directors.
RECOMMENDED MOTION	I make a motion to adopt Resolution No. 23-020 with the following votes cast toward each nominee: Matt Brock ____ Jeff Haley ____ David Haynes ____ Kevin Hunt ____ Cade Taylor ____
BACKGROUND/ ADDITIONAL INFORMATION:	Resolution No. R23-020 and GCAD Ballot attached

RESOLUTION NO. R23-020

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS
CASTING ITS VOTES FOR THE BOARD OF DIRECTORS OF THE GRAY COUNTY
APPRAISAL DISTRICT**

WHEREAS, the official ballot containing the names of the duly nominated candidates for the Board of Directors of the Gray county Appraisal District has been received from the Chief Appraiser of the Gary County Appraisal District; and

WHEREAS, the City Commission may cast all of its votes for one candidate or distribute the votes among any number of candidates; and

WHEREAS, the City Commission of the City of Pampa, Texas must provide official notification to the Gray County Appraisal District of both the distribution of its votes and the total number of votes cast; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF PAMPA, TEXAS:**

That the 714 votes allocated to the City of Pampa be cast to the Nominees to serve a two-year term beginning January 1, 2024, on the Gray County Appraisal Board of Directors as follows:

Matt Brock	_____
Jeff Haley	_____
David Haynes	_____
Kevin Hunt	_____
Cade Taylor	_____

PASSED AND APPROVED this the 13th day of November 2023.

CITY OF PAMPA, TEXAS

Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney

Gray County Appraisal District

Tyson Paronto, RPA
Chief Appraiser

Board of Directors

Jeff Haley, Chairman
Peter D. Denney, Secretary
Christie Johnson, Assessor/Collector

Kevin Hunt
Matt Brock
David Haynes

October 16, 2023

The Honcrable Mayor Lance DeFever
The City of Pampa
P. O. Box 2499
Pampa, TX 79065

Re: Ballot For Director

Dear Mayor DeFever:

Please consider this correspondence and the outline attached as the official ballot for selecting your Director to the Gray County Appraisal District Board of Directors.

As you will see on the attached sheet, I have constructed a ballot for your use. At this time, the nominees are Mr. Matt Brock, Mr. Jeff Haley, Mr. David Haynes, Mr. Kevin Hunt & Mr. Cade Taylor. Please determine your vote by resolution and return it to me before December 15, 2025. If you have any questions, please let me know.

Respectfully,



Tyson Paronto, RPA
Chief Appraiser

TP/bje
Enclosures

CITY OF PAMPA, TEXAS

VOTING ENTITLEMENT FOR CITY OF PAMPA – (714)

Name:

Votes:

Matt Brock

Jeff Haley

David Haynes

Kevin Hunt

Cade Taylor

Authorized Signature



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM: 4

ITEM/PROJECT:	RESOLUTION NO. R 23-21
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider adopting Resolution No. R23-021, adopting a Procurement Policy for the City of Pampa.
STAFF CONTACT:	Theresa Daniels, Finance Director
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Resolution effective when adopted by City Commission
RECOMMENDED ACTION:	Staff recommends Commission adopt Resolution No. R23-021, adopting City Procurement Policy.
RECOMMENDED MOTION	I make a motion to adopt Resolution No. R23-021 as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Resolution and Procurement Policy attached.

RESOLUTION NO. R23-021

**A RESOLUTION OF THE CITY OF PAMPA, TEXAS ADOPTING A
PROCUREMENT POLICY**

WHEREAS, the City Commission is committed to upholding the highest standards of ethical conduct and integrity in all of the City’s procurement activities; and

WHEREAS, the City has not yet formally adopted any procurement policies and procedures; and

WHEREAS, the Procurement Policy will provide guidance to all employees regarding procurement activities; and

WHEREAS, the Procurement Policy will aid the City in procuring property and services in accordance with applicable state and local law; and

WHEREAS, the City Commission has determined that it is in the best interests of the City to adopt the “Procurement Policy” for the City of Pampa, attached to this Resolution as EXHIBIT A.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Pampa, Texas, as follows:

The City of Pampa hereby adopts the Procurement Policy for the City of Pampa as attached hereto as EXHIBIT A and incorporated herein for all purposes.

PASSED, APPROVED, AND ADOPTED this 13th day of November 2023.

CITY OF PAMPA, TEXAS

Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney



PROCUREMENT POLICY

PROCUREMENT POLICY TABLE OF CONTENTS

SECTION 1:	POLICY_____	3
SECTION 2:	POLICY THRESHOLDS_____	5
SECTION 3:	DELEGATED AUTHORITY_____	7
SECTION 4:	STATUTE_____	9
SECTION 5:	ETHICS_____	11
SECTION 6:	ENVIRONMENTAL_____	14
SECTION 7:	GRANTS_____	17
SECTION 8:	MISCELLANEOUS GUIDELINES_____	22
SECTION 9:	BONDS AND INDEMNIFICATION_____	25
SECTION 10:	CONTRACTS_____	27
SECTION 11:	SURPLUS PROPERTY_____	28
SECTION 12:	PUBLICWORKS/CIP PROJECTS_____	31
SECTION 13:	PROFESSIONAL SERVICES_____	33
SECTION 14:	EMERGENCY PROCUREMENT_____	35
SECTION 15:	DISASTER PROCUREMENT_____	36
SECTION 16:	SOLE SOURCE PROCUREMENT_____	40
SECTION 17:	COOPERATIVE PURCHASES_____	41
SECTION 18:	PROCUREMENT CARD_____	42
SECTION 19:	INSURANCE_____	51
SECTION 20:	BID PROCUREMENT_____	52
	APPENDIX A: REFERENCES_____	57
	APPENDIX B: DEFINITIONS_____	58
	APPENDIX C: ACRONYMS_____	62
	APPENDIX D: CHOOSING A PROCUREMENT METHOD_____	63
	APPENDIX E: SAMPLE LEAD TIMES_____	64
	APPENDIX F: AUCTION PROCEDURES_____	65
	APPENDIX G: INSURANCE_____	67
	APPENDIX H: PURCHASE CARD FORMS_____	68
	APPENDIX I: EMERGENCY PURCHASE FORM_____	71
	APPENDIX J: SOLE SOURCE PURCHASE FORM_____	72

1.1 PURPOSE AND POLICY

The purpose of the Procurement Policy is to provide guidance to all employees regarding procurement related activities. Purchasing is a function of all Departments. Department heads or their designees are responsible for coordinating with the Finance department on any departmental purchases made on behalf of the City of Pampa. Purchasing procedures are subject to the following.

- A. All purchasing shall be in accordance with the laws of the State of Texas, including Chapters 252 and 271 of the Texas local Government Code, Chapter 2269 of the Texas Government Code, and the City of Pampa Charter.
- B. All purchasing shall adhere to sound purchasing policies to ensure that Pampa taxpayers receive the best value for city purchases. Purchasing activities will be managed with proper controls and all requisitions will be processed in a timely manner to ensure efficient practices.
- C. When required, or preferred, a competitive bidding or proposal process, in the form of a Bid, Request for Proposal, Request for Qualifications, or approved alternate delivery method will be utilized to make purchases that provide the best value to the City, and to provide for an open and fair process for all interested vendors.

1.2 AUTHORITY

The City Commission's authority to contract for all goods and services is delegated to the City Manager as outlined in this policy and to those employees to whom the City Manager delegates that responsibility.

The Finance Director interprets this, Policy. Any questions regarding the Finance Director's interpretation and/or application of the policy may be taken to the City Manager for the review and consideration. The City Manager shall resolve any question about any interpretation and/or application of the policy when there is a conflict.

1.3 CENTRALIZED PROCUREMENT

The Finance department serves as the central procurement office for the city. It determines which method of Procurement will be used for the purchase. The Finance department communicates operational procedures consistent with sound business practices, for the procurement and management of all goods and services, including disposal of City-owned property.

1.4 ENFORCEMENT

It shall be the responsibility of the City Manager and Finance Director to enforce all procurement procedures.

A violation is defined as an employee's action or omission that indicates a disregard for purchasing laws, policies, or procedures. A violation also may be noted if the employee's action was unintentional but violates federal law, state law, city charter, policies, or procedures.

Personnel who attempt to contract in the name of the City or make authorized or unauthorized purchases outside the scope of this policy, may be subject to disciplinary action up to and including termination, legal action, and personal financial liability.

If an officer or employee fails to comply with the competitive bidding or competitive proposal procedures required by law, that person may be convicted of a Class B misdemeanor. This includes a situation where the officer or employee knowingly or intentionally authorizes separate, sequential or component purchases to avoid the competitive bidding requirements.

Texas Local Government Code §§ 252.062, 252.063, and 271.029 provide criminal penalties for officers and employees who knowingly violate state statutes.

1.5 PERSONAL USE PROHIBITIONS AND PERMISSIONS

The nature of purchasing functions makes it critical that all players in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules and responsibilities to govern the behavior of purchasing employees. The following guidelines must be adhered to by all employees.

If an employee acquires merchandise or services for the employee's personal use from a vendor doing business with the city, the purchase must be paid directly to the vendor by the employee.

Employees may purchase merchandise or services from a vendor doing business with the city, provided that the price at which the item is purchased is the same price charged to all officers and employees of the city.

Employees cannot use the City's business accounts for personal purchases.

Employees shall **NOT** use the City of Pampa tax exemption forms for personal use.

1.6 LEGISLATIVE UPDATES

Any amendments to State or Federal law will automatically take effect on the date stated in the legislative update.

2.1 PURCHASING THRESHOLDS

Purchasing thresholds are established to ensure fair competition among available, responsible vendors. To effectively expedite and control purchases of goods and services that are subject to Local Government Code, Chapter 252, the City of Pampa has adopted the following purchasing thresholds. Employees should be aware of that Chapter 252 of the Texas Local Government Code prohibits the use of "separate, sequential, or component purchases" to avoid competitive bidding requirements:

Component Purchase is a purchase of the component parts of an item that in normal purchasing practices would be purchased in one purchase.

Separate Purchases are purchases made separately of items that in normal purchasing practices would be purchased in one purchase.

Sequential Purchases are purchases made over a period of items that in normal purchasing practices would be purchased in one purchase.

High Technology purchases is the Procurement of equipment, goods, or services of a highly technical nature, including:

- 1) Data processing equipment and software and firmware used in conjunction with data processing equipment.
- 2) Telecommunications equipment and radio and microwave systems.
- 3) Electronic distributed control systems, including building energy management systems; and
- 4) Technical services related to those items.

PURCHASES up to \$2,999.99

City policy does not require bids for expenditures of goods or services that do not exceed \$2,999.

- 1) Multiple quotes are recommended, but not required.
- 2) No purchase order required

PURCHASES \$3,000 TO \$49,999.99

All purchases greater than \$2,999 but less than \$50,000 must be processed in accordance with the following procedures:

- 1) Purchase Order Required
- 2) Requires three written quotes. Quotes must be obtained prior to purchase order request and must be submitted to appropriate finance office when completed.
- 3) Documentation required showing attempt to contact at least two Historically Underutilized Businesses (HUB) on a rotating basis.

The State Comptroller maintains a list of HUB vendors registered with the State of Texas. The municipality is exempt from this requirement if the list fails to identify a HUB in the county in which it is located. It is the responsibility of the Department initiating the acquisition to perform the HUB search. Please reference "How to Look Up HUB Vendors" procedure.

PURCHASES \$50,000+

Formal bids must be obtained for expenditures of more than \$50,000 and require City Commission

approval. These purchases are handled by the Project Manager or Director and all bid information must be submitted to the Finance Coordinator before a purchase order is issued. Specific bid instructions are located under the bid policy.

Departments should plan their purchases a minimum of six weeks in advance to allow time for the processing of complete bid specifications in order to meet the legal requirements.

Exceptions to the \$50,000 Bid Threshold:

- A. Professional Services (Section 13 of the City of Pampa Procurement Policy)
- B. Emergency Purchases (Section 14 of the City of Pampa Procurement Policy)
- C. Disaster Purchases (Section 15 of the City of Pampa Procurement Policy)
- D. Sole Source Purchases (Section 16 of the City of Pampa Procurement Policy)
- E. Cooperative Purchases (Section 17 of the City of Pampa Procurement Policy)
- F. Other Exemptions as outlined in the Texas Local Government Code Chapter 252

2.2 APPROVAL AUTHORITY FOR PURCHASES

The following approval levels shall be utilized in all procurement related matters. The respective Director or designee must approve all procurement card (PCard) transactions. Purchase Orders will also follow this approval process. The Finance department is responsible for the review and issuance of all Purchases Orders and final PCard submittals. The approval requirement levels are established on a monetary scale identified in the chart below.

Amount	Approval Requirements				
	Level 1	Level 2	Level 3	Level 4	Review and Issuance
\$2,999 or less	Department Head				Finance
\$3,000-\$24,999	Department Head	Director			Finance
\$25,000-\$49,999	Department Head	Director	City Manager		Finance
\$50,000+	Department Head	Director	City Manager	City Commission	Finance

This section covers delegated authority for all Procurement related issues.

3.1 CITY COMMISSION

City Commission, as required by Local Government Code, §Chapter 252, must authorize:

- A. All anticipated expenditures exceeding \$50,000.
- B. All change orders greater than \$50,000.

3.2 CITY MANAGER

The City Manager shall establish the rules and regulations for the purchase of all goods and services through this manual.

Delegated Authority – City Manager:

The City Manager, as authorized by City Commission, may:

- A. Authorize the purchase of all items less than \$50,000.
- B. Authorize non-budgeted items less than \$50,000.
- C. Execute all purchase orders under \$50,000 and those over \$50,000 that City Commission has approved.
- D. Execute all contracts and change orders under \$50,000.
- E. Execute all contracts and change orders over \$50,000 that City Commission has approved.
- F. Execute change orders that have increased the contract by no more than 25%.
- G. Execute change orders that have decreased the original contract.

3.3 ASSISTANT CITY MANAGER – INTERNAL SERVICES

The City Manager delegates to the Assistant City Manager for Internal Services (ACM-IS) the authority to procure all goods and services, dispose of all salvage, surplus, and seized property, execute contracts and agreements for all departments and administer the rules and regulations as established by all federal, state and local procurement laws.

Delegated Authority – Assistant City Manager for Internal Services

The ACM-IS, as authorized by the City Manager, may:

- A. Authorize the purchase of items less than \$50,000
- B. Execute all purchase orders under \$50,000 and those over \$50,000 that City Commission has approved.
- C. Execute all Interlocal or Cooperative Purchasing agreements.
- D. Purchase goods or services through an Interlocal Agreement or Cooperative Contract.
- E. Execute all contracts and change orders under \$50,000.
- F. Execute all contracts and change orders over \$50,000 that City Commission has approved.
- G. Execute change orders that have increased the contract by no more than 25%.
- H. Execute change orders that have decreased the original contract.

- I. In concurrence with requesting department, reject all bids when in the City's best interest, and make a recommendation to the City Manager or City Commission, as appropriate. Rejections over \$50,000 require authorization by City Commission.
- J. Determine which method of Procurement provides the best value for the city.
- K. Conduct procurement in a fair, open, inclusive, and transparent environment.

3.4 FINANCE DIRECTOR

The Finance Director oversees all procurement requirements for goods and services and ensures all are in accordance with all federal, state, and local procurement laws. The Finance Director ensures all procurement activities are conducted with the highest ethical standards, open and fair competition, and protect public funds.

Delegated Authority – Finance Director:

The City Manager delegates to the Finance Director the authority to procure all goods and services, dispose of all salvage, surplus, and seized property, execute contracts and agreements for all departments and administer the rules and regulations as established by all federal, state, and local procurement laws.

The Finance Director, as authorized by the City Manager, may:

- A. Authorize the purchase of items less than \$50,000
- B. Execute all purchase orders under \$50,000 and those over \$50,000 that the City Commission has approved.
- C. Execute all Interlocal or Cooperative Purchasing agreements.
- D. Purchase goods or services through an Interlocal Agreement or Cooperative Contract.
- E. Execute all contracts and change orders under \$50,000.
- F. Execute all contracts and change orders over \$50,000 that City Commission has approved.
- G. Execute change orders that have increased the contract by no more than 25%.
- H. Execute change orders that have decreased the original contract.
- I. Reject any and all bids, in concurrence with requesting department, when in the City's best interest, and make recommendations to the City Manager or Assistant City Manager, as appropriate. Rejections over \$50,000 require authorization by City Commission.
- J. Determine which method of Procurement provides the best value for the city.
- K. Determine and implement the most appropriate disposal method of salvage, surplus, and seized property in accordance with applicable laws.
- L. Consult with the City Manager and/or City Attorney for a review of all procurement-related issues.
- M. Conduct procurement in a fair, open, inclusive, and transparent environment.

4.1 POLICY BACKGROUND

The procurement policy is based on Texas statutory provisions as found in the Texas Government Code, Texas Local Government Code, Texas Insurance Code, and Texas Labor Code, as amended. Although all such requirements apply to the policies and procedures outlined in this policy, selected statutes are provided herein for guidance, as follows:

4.2. DEFINITIONS, Texas Local Government Code, §252.001

Component Purchase is a purchase of the component parts of an item that in normal purchasing practices would be purchased in one purchase.

High Technology procurement is the Procurement of equipment, goods, or services of a highly technical nature, including:

- A. Data processing equipment and software and firmware used in conjunction with data processing equipment.
- B. Telecommunications equipment and radio and microwave systems.
- C. Electronic distributed control systems, including building energy management systems; and
- D. Technical services related to those items.

Separate Purchases are purchases made separately of items that in normal purchasing practices would be purchased in one purchase.

Sequential Purchases are purchases made over a period of items that in normal purchasing practices would be purchased in one purchase.

4.3 BIDS THRESHOLD, Texas Local Government Code, §§ 252.021 and 252.0215

Expenditures of more than \$3,000, but less than \$50,000, require the buyer to obtain a minimum of two quotes from Historically Underutilized Businesses (HUB) in Gray County.

A total of three quotes are required for all purchases over \$3,000 and less than \$50,000.

The city must competitively bid or request sealed proposals for any goods/services over \$50,000.

4.4 PAYMENTS, Texas Government Code, §§ 2251.021 through 2251.030

A payment is overdue on the **31st day after the latter of:**

- A. The date the governmental entity receives the goods under the contract; or
- B. The date the performance of the service under the contract is completed; or
- C. The date the governmental entity receives an invoice for the goods or service.

If goods or services are incomplete, staff must document any issues/shortages and notify the vendor in writing. **Payment is not made until the good or service is accepted.**

- A. Interest on overdue payments accrues at the interest rate established by law.
- B. Departments are encouraged to take advantage of prompt or early payment discounts.

Vendors / Contractors must pay subcontractor or supplier who supplies goods/services for which payment is made within ten (10) days after receipt of payment from the City.

4.5 CRIMINAL PENALTIES, Texas Local Government Code, §252.062

A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by subsection (a). An offense under this subsection is a Class B misdemeanor.

A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described in subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

4.6 REMOVAL/INELIGIBILITY, Texas Local Government Code, §252.063

The final conviction of a municipal officer or employee for an offense under Section 252.062 (a) or (b) results in the immediate removal from office or employment of that person.

For four years after that date of the final conviction, the removed officer or employee is ineligible:

- A. To be a candidate for or to be appointed or elected to a public office in this state.
- B. To be employed by the municipality with which the person served when the offense occurred; and
- C. To receive any compensation through a contract with that municipality.

4.7 PUBLIC RECORDS

Texas Government Code, Chapter 552 regarding bid documents and contracts will be followed.

The City will not release copies of submitted bids or bid evaluations until after the contract has been awarded in accordance with §552.104 of the Texas Government Code. This is not a waiver of any exception to the requirements of public disclosure contained in the Texas Public Information Act, including, but not limited to, trade secrets or other commercial or financial information that is made confidential by law.

It is the policy of the City of Pampa that the following ethical principles govern the conduct of all employees involved, directly or indirectly, in the City's procurement process.

5.1 DEFINITIONS

Vendor is defined as person or business who enters or seeks to enter into a contract with the City.

Family Member means a person related to another person within the first degree.

Family Relationship is a relationship between a person and another person within the third degree.

Gift means a benefit offered by a person, including food, lodging, transportation, and entertainment accepted as a guest.

5.2 PROCUREMENT CODE OF ETHICS

A special responsibility is imposed on all City of Pampa employees entrusted with allocating City funds. Employees are held to the highest degree of integrity in government procurement to secure the best financial results and comply with the procurement process.

Employees involved in procurement and procurement-related functions must remain independent, free of obligation or suspicion, and entirely fair and impartial. Credibility and public confidence are vital throughout the purchasing process. Any erosion of honesty, integrity, or openness tends to be more injurious to purchasing than most other public programs. The shadow of doubt can be as harmful as the conduct itself. It is with this in mind that the following procedures are set forth. Every person employed by the City of Pampa and performing public purchasing and purchasing-related functions shall abide by this code of ethics.

- A. Strive to continually increase competition in supplier selection and endeavor to prevent any collusive activities among suppliers. Avoid soliciting or accepting money, loans, credits and acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence or appear to influence supply management decisions.
- B. Handle confidential or proprietary information with due care and proper consideration. Receive consent of originator of confidential information or proprietary ideas and designs before using them for competitive purchasing purposes.
- C. Treat supplies equitably, without preference or discrimination, and without imposing unnecessary constraints on the competitive market.
- D. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications with vendors.
- E. Discourage business relationships with personal friends and relatives. Request a reassignment of responsibility if the situation occurs.
- F. Refrain from holding business meetings with suppliers outside the office. If such a meeting is necessary, carefully choose the location so there will be no perception by others in the business community or your peers of impropriety.
- G. Adhere to lawful instructions, using reasonable care, and only granted authority.
- H. Refrain from conducting any private business or professional activity that would result in

a conflict of interest between the employee and employer.

5.3 NO EMPLOYEE INTEREST IN EXISTING CONTRACT:

Employees may not have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase (materials & supplies), work, sale, or service to, for, with, or by the City.

- A. An employee may request an exception by submitting a conflict-of-interest form to the City Manager. After consulting with Human Resources and the City Attorney, the City Manager may waive this requirement and grant an exception.
- B. Use of City employment, authority, or influence for personal betterment, financial or otherwise, is prohibited.

5.4 CONFLICT OF INTEREST

City employees and officials must become familiar with the requirements in Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers; and Texas Local Government Code Chapter 171, Regulation of Conflicts of Interest of Officers of Municipalities; and the penalties provided therein.

If a conflict exists, the employee shall notify the Procurement Director in writing and remove himself or herself from the City procurement process.

5.5 GRATUITIES (GIFTS AND ENTERTAINMENT)

Employees shall not solicit or accept money, loans, gifts, favors or anything of value from current or potential vendors/contractors that might influence or appear to influence a purchasing decision or the City procurement process. If anyone is in doubt about whether a specific transaction complies with the policy, the person should disclose the transaction to the Procurement Director for a determination of compliance.

- A. The purpose of the policy governing gifts to public employees is to regulate attempts to influence employees to use their authority or discretion to the advantage of the person making the gift and prevent criminal conduct per City policy.
- B. No officer or employee of the City shall accept, directly or indirectly, any gifts, privilege or employment from any corporation, business or entity enjoying business from the City. The city recognizes that food items may be received from citizens and vendors as a 'thank you' for service during holiday time and on other occasions. Such offerings, including gift donations, are permissible and should be made for the enjoyment of everyone as available in that particular department, division, or worksite.
- C. Items that are not consumable on the premises shall be returned, donated to a City program, or community organization or used as a door prize at a City event.
- D. This policy is not intended to prohibit the employee or department from accepting discounted values when carrying out departmental (non-personal) business or accepting courtesy is generally extended to business or governmental organizations within reason.
- E. Employees can attend events and sponsored events from citizens and vendors at the discretion of the employee's supervisor.
- F. The city, as a whole, may accept consumable products as stated in item C above, if the items are provided by a vendor that is not currently under evaluation through a procurement process.

- G. Questions regarding acceptance of gifts should be channeled through the Finance Director.

5.6 SUPPLIER/VENDOR RELATIONS

Employees of the City must:

- A. Promote positive vendor relations through courtesy and impartiality in all phases of the procurement process.
- B. Handle confidential or proprietary information belonging to the City, fellow employees, or vendors with care and proper consideration of ethical and legal ramifications and governmental regulations.
- C. Never use information gained confidentially in the performance of duties for profit.
- D. Exhibit a friendly, cooperative, and yet objective relationship with all suppliers; this will help avoid the appearance of partiality in business dealings; and
- E. Actively strive to comply with City policies and federal and state laws regarding purchases from small businesses and those owned by minorities and other disadvantaged groups.

City employees must discharge their duties impartially to ensure suppliers have fair and competitive access to government procurement. City employees must conduct themselves in such a manner as to foster public confidence in the integrity of the City of Pampa procurement opportunities. Each employee must report any potential violations to the proper authorities.

6.1 PURPOSE

The purpose of this policy is to establish a guide and encourage the purchase and use of materials, products, and services that support the purchase of recycled and environmentally preferred products to minimize the City's environmental impact.

6.2 DEFINITIONS

Environmental Purchasing is defined as the Procurement of goods and services that have ecological and social impacts than competing products and services. The Division Director shall encourage the use of durable goods and reusable goods containing the maximum post-consumer waste and recyclable content without affecting the intended use. Environmental factors to be considered may include recycled content, pollutant, releases, waste generation, energy consumption, depletion of natural resources, and potential impact on human health and the environment.

Recycled Products are manufactured with waste material recovered or diverted from the waste stream. Recycled materials may be derived from post-consumer waste, industrial scrap, manufacturing waste, or other waste that would not have been utilized.

Cooperative Purchasing allows organizations to combine their purchasing power to negotiate better prices and reduce purchasing costs of a formal bid process.

Environmentally Preferable Products or Services are products and services with a reduced effect on human health, resources, and the environment compared with competing products and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product or service.

Life Cycle Assessment is the comprehensive examination of a product's environmental impacts throughout its lifetime.

Post-Consumer Recycled Content is the percentage of a product made from materials and by-products recovered or diverted from the solid waste stream after having completed their usefulness as consumer items and used in place of raw or virgin material. Post-consumer content includes materials such as paper, glass or plastic bottles, and cans collected for recycling.

Pre-Consumer Recycled Content is the percentage of products made from materials by-products diverted from the solid waste stream during the manufacturing process. Pre-consumer materials exclude reutilization of the material such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that developed it, such as wood chips, trimmed printed materials, and overruns and obsolete inventories.

- A. Practicable means sufficient in performance and available at a reasonable cost.
- B. Performance means the ability of a product or service to accomplish or contribute to achieving a job or task.
- C. Solid Waste is defined in federal statute USEPA 40 CFR 261.2 at www.ecrf.gov.

6.3 POLICY

The City shall attempt to purchase and use materials, products, and economically responsible services that support economic, environmental, and social goals or reduce resource consumption and waste.

Nothing in this policy shall be construed as requiring the purchase of a product that does not perform adequately or are not available at a reasonable cost.

This policy identifies the following economic, environmental, and social factors that may be incorporated into the specifications and used as part of the best value criteria.

Environmental Factors:

Pollutant Releases	Greenhouse Gas Emissions
Energy Consumption	Depletion of Natural Resources
Waste Generation	Recycled, Recyclable Content
General Impact on the Environment	

Economic Factors:

Best Value	Leveraging Our Buying Power
Staff Time and Labor	Technological Advances

Social Factors:

Health and Safety	End of Life Disposal
Use of Locally Produced Products	Minimization of Transportation

6.4 RESPONSIBILITIES

Finance is responsible for:

- A. Designating products, processes, and procedures to be evaluated by departments. Maintain a list of acceptable options.
- B. Provide technical assistance in policy implementation.
- C. Monitor and revise procedures as necessary.

Departments are responsible for:

- A. Identify key personnel to evaluate products when feasible.
- B. Monitor and report to Procurement the success or failure of all designated products.
- C. Evaluate and assess current policies and practices for opportunities to incorporate environmentally preferred products.
- D. Be familiar with third-party certification organizations such as Energy Star and Green Seal.
- E. Research and communicate environmentally preferable products for evaluation.
- F. Collect data on recycled and other environmentally preferable products.

Contractors/Suppliers are responsible for understanding all environmental specifications while working on City projects and all Federal, State, and local laws.

Contractors and Suppliers shall:

AIR EMISSIONS

- Strive to minimize vehicle & equipment idling and shall comply with any current or future ordinance regarding idling.
- Ensure their staff is trained in the proper use of handling all materials and chemicals to minimize air emissions.
- Avoid open burning of waste materials.
- Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

DRAINAGE

- Do not pump or dump water containing contaminated materials into waterways, sewers, or drainage systems.

DUST CONTROL

- Keep public roadways clean and free of mud unless closed to through traffic per authorized traffic control plans.
- Install a mud mat at the construction access site.

ENERGY CONSUMPTION

- Use energy-efficient equipment and work practices (turn off lights and equipment when not in use) when working on City projects.

EROSION & SEDIMENTATION CONTROL

- Ensure work near water and environmentally sensitive areas follow all requirements and permits.
- Be responsible for implementing and maintaining erosion and sediment control measures when required by the specification.

SPILL PREVENTION

- All spills must be reported immediately and proper reporting to all required agencies, including City staff.
- All spills shall be controlled, contained, and cleaned as soon as possible.

WASTE MANAGEMENT

- When possible, contractors and supplies should employ the “reduce, reuse, and recycle” principles when working on City projects to help minimize the amount of waste produced and sent to the landfill.
- Do not bury waste materials.
- Contractors shall dispose of waste using Federal, State, and Local laws and regulations.

MANAGEMENT OF CHEMICALS

- Hazardous materials brought to and removed from a worksite shall be managed in accordance with all Federal, State, and local laws & regulations.
- All containers must be appropriately labeled.
- All paint is low-odor and low volatile organic compounds (VOC).
- Material Safety Data Sheets (MSDS) must be maintained onsite.

NOISE

- Minimize noise onsite resulting from work activities whenever practical.
- Adhere to required working hours.
- Use vehicles and equipment with properly working muffling devices.

Grants should be administered via a written contractual agreement between the City and the party providing the service. Grants administered by the State are governed by Chapter 2261 of the Texas Government Code, which includes grants in the definition of a contract unless certain criteria are met. All purchases made with grant monies will comply with the terms and conditions of the grant, as well as the City's procedures regarding all purchases. Grants often have short time frames to meet and although every effort will be made to expedite purchasing processes where possible to meet these deadlines, the department is responsible for following proper guidelines and policies within this policy.

7.1 POLICY

This policy establishes the responsibility for ensuring compliance and provides a review process that shall be completed before signing any grant or award document and accepting said grant or award.

The grant management policy aims to improve efficiency of grant related procedures and reduce legal liability. The Finance Department desires to work with departments and reduce the department's reporting burdens. Sometimes the City receives small grants that require a lot of administrative work. In all cases, we need to evaluate whether the time involved in tedious reporting outweighs the benefits received from the grant. When grant criteria are not met, the city is at risk of having to repay the grant. This policy aims to ensure all grant criteria are met. This is especially important for federal grants.

Each year, auditors review the City's active grant receivables and expenditures. The Finance Department must be able to accurately tell the auditors what we spent on federal grants, which usually does not match what we received due to most being partially funded.

Also, if the auditors find that a grant was not following guidelines, it could jeopardize receiving future funding from all sources.

7.2 DEFINITION

Grant- (i.e., sponsored program funding, or award) may require performance of specific duties such as budget reports, progress reports, and return of unused funds. In most cases, the recipient must submit an application that outlines criteria such as: the ways the money will be spent, any work to be performed and a timeframe. Any funding provided by U.S. Government agencies, at the federal, state, or local level, in support of City activities is treated as a grant. Funding from voluntary organizations or associations is usually treated as a grant.

Donation- (aka gift or contribution) is the voluntary, non-reciprocal transfer of money or property from a donor. The donor may be an individual, a corporation or a non-profit organization. The donor does not expect anything of value in return other than recognition and does not exert control over expenditure of the funds. A donation may meet the interests of the donor and can be restricted or unrestricted. A restricted donation is a contribution designated for a specific purpose or expenditure. If the donor does not specify any restrictions, the City allocates the funds to expenditures according to its own discretion. Be aware of any specification the donor has requested and let finance know. Many donors will specify that the money be used for a specific department. The receiving department is encouraged to send a thank you to the donor.

*Grant Manager-*Each department supervisor is responsible for planning and executing the grant process. The grant manager may work with project manager and departmental Director for assistance in adhering to policy.

Finance Coordinator-Finance department liaison that is responsible for keeping all grant records and accounting procedures organized and available for review. Coordinates the monitoring and evaluation of programs and projects that are funded by all grants.

7.3 PROCEDURES

- A. Before applying for any grant being considered, the benefit the grant will provide the City of Pampa should be compared to the costs and requirements.
 - 1. Consideration of the staff time involved in the administration of the grant.
 - 2. Can all grant requirements be met, including completing the grant requirements during the grant period, matching requirements, reporting requirements, audit requirements, or other provisions?
 - 3. Will the grant require information or statistics that we currently do not track and are time consuming or difficult to obtain?
 - 4. Does it contribute to the overall mission and goals of the City of Pampa?
- B. Departments seeking grants must provide advance notice in writing to Finance. This ensures that those affected can review and understand grant requirements, including Budget, Procurement, and audit requirements.
- C. Submit grant requirements to City Manager for authorization to present to city commission.
- D. The City Manager or Mayor must sign all grant applications. The City Manager or Mayor are the only officials authorized to sign grant applications and any associated contracts and agreements on behalf of the City.
- E. Notify City Secretary of whether the grant has been awarded or denied. If the grant has been awarded, the Departmental Grant Manager will provide all relevant documentation to the Finance Director. The Finance Director will establish a project number for the grant and set up the project in the accounting software with the necessary detailed information. The Finance Director will relay the accounting information to the Finance Coordinator, who will update the grant file they have for the grant as well as let the Departmental Grant Manager know the project and project string(s) to use for expenditures.
- F. Submit copies of all award documents, applications, and funding agreements to Finance before bidding.
- G. If a federal grant, comply with all federal procurement standards in 2 CFR § 200.318 including to those listed below.
 - 1. The City (Non-Federal entity) must use its own documented procurement procedures, which reflect applicable State, local, and tribal laws, and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.
 - 2. Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
 - 3. Conflict of Interest: No employee, officer, or agent may participate in selecting, awarding, or administering a contract supported by a federal award if they have an actual, apparent conflict of interest. A conflict of interest arises when the employee, officer, agent, or any member of their immediate family, their partner, or an

organization that employs or is about to employ any of the parties indicated, has a financial or other interest or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

H. Receipt of Grant Funds

1. Granting agencies should be notified to send all funds and financial data inquiries to the attention of the Finance Department. The Departmental Grant Manager shall notify the Finance Coordinator of the expected amount and expected receipt date of all funds, together with the applicable grant project number. Once received the Finance Coordinator will notify the Grant Manager, City Secretary, and Finance Director that the funds have been received.
2. All methods of payment should be made payable to the "City of Pampa" and not to the City Departments or employees.
 - a. Checks - Finance Department will deposit the funds in the appropriate account, a copy of the check will be scanned into the accounting software upon receipt for the grant records.
 - b. Wire/ACH Transmissions (Preferred Methods) - The Departmental Grant Manager shall notify the Finance Coordinator of grants for which funds will be forwarded via electronic transmissions. The Finance Director will provide the grantor with the appropriate banking information needed to initiate such electronic transmissions. The Finance Coordinator will scan a copy of the online banking details into the accounting software upon receipt for the grant records.
3. Program Income – program income is generally defined as the gross income generated through activities supported by the Federal award during the period of performance (2 CFR 200.80). It includes but is not limited to: Fees earned for services performed under the grant, such as those resulting from laboratory drug testing. It can be added and used to reduce the grant costs or included as part of the grant income.

I. Expenditures

1. Costs must be allocable and necessary for the grant. Expenditures must strictly adhere to the conditions and requirements set forth in the City's Procurement Purchasing Policy, the P-Card Policy when applicable, and the Accounts Payable Process assuring all required paperwork is attached when entering the invoice using the assigned project number. Requests for goods and services should be itemized on a requisition through the accounting software. Purchases are allowed using a purchasing card ("P-card") and should be processed utilizing the purchase order assigned to the requisition, if over the small purchase threshold.
2. Federal Grants must adhere to procurement policies, city purchasing policies, and follow the guidelines set forth by the agency.
3. CFR 200.305 states that payment methods must minimize the time elapsing between the receipt of federal funds and the payment of grant expenditures. Therefore, careful consideration should be given to the timing of expenditures and receipts from federal grants. Unless the grant specifies otherwise, it should be assumed that you have three days from receipt of the federal grant funds before a check must be issued by the City for the expenditures. If advance grant payments are received, Finance will ensure that all requirements in 2 CFR 200.305 are met, including: 1) the payment is maintained in an eligible banking institution in an interest-bearing account and 2) interest earned does

not exceed \$500 per year.

4. All expenditures from grant proceeds shall be made in accordance with the covenants and requirements of the grant and follow 2 CFR Subpart E – Cost Principles. If federal funds are used for wages, the expenditures must meet the Davis-Bacon Act requirements. Cost Principles in summary:
 - a. Costs must align with our normal accounting policies.
 - b. Indirect costs (i.e., facility costs and administration costs) should follow the specification in the grant agreement.
 - c. General provisions for certain items are identified, such as advertising, audit costs, entertainment costs. The Finance Department can provide additional guidance.
5. Per 2 CFR § 200.309 Period of performance, a non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance and any costs incurred before the Federal award that were authorized by the Federal awarding agency or pass-through entity.
6. Recipients are required to report deviations from budget, project scope or objective, or timeline and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with section 2 CFR 200.308. Change in key personnel may also require to be reported.

J. Records

1. Financial Management System. It is the responsibility of the finance department to ensure that the financial management/accounting system maintains records and supports all the requirements of 2 CFR 200.302 to ensure that accurate grant reports can be completed. If the reports cannot be completed using the financial accounting system, manual methods such as spreadsheets may be used, but they must be reconciled to the accounting system. Grant reports should be consistent with the City's method of accounting, which is accrual for expenditure and cash for receipts.
2. Record Retention
 - a. All grant financial records, supporting documentation and all other records pertinent to the grant shall be retained by the City of Pampa for a period of three (3) years following the submission of the final report to the grantor, or for such longer period as may be required in the grant. Examples of records include, the RFP, proposal, notice of grant award, grant agreement, financial and performance reports, receipts, procurement documentation, site visit reports, and correspondence. Per 2 CFR 200.333, exceptions which may increase the requirement include: litigation, audit, property acquisitions, or when indirect cost rates are negotiated with the grantor. A copy of the grant agreement and the final report to the grantor shall be filed with the Finance Department.
 - b. Per 2 CFR 200.334, the federal awarding agency may request to obtain certain records if they have long-term retention value. Or they may request that we retain any of the records that are continuously needed for joint use.

K. Reporting and Closeout

1. It is the Departmental Grant Manager's responsibility to ensure the City of Pampa follows the administration and reporting requirements for grants received. The Departmental Grant Manager is responsible for compliance with laws, regulations, and grant provisions in implementing the grant. Reporting requirements may be as frequently as monthly, but no less than once a year. Grant reporting requirements will

vary by grant. They may include expenditure information and performance-based information. Monitoring of the activities for compliance is required per 2 CFR 200.328. The Departmental Grant Manager will coordinate with the Finance Director to file all financial reports.

2. If we obtain real property with a federal grant, annual reporting of the status may be required by 2 CFR 200.329.
3. Per 200.343, the subrecipient has 30 days after the period of performance to submit reports and 1 year to close out the grant, if the grant award is over \$25,000.
4. The Finance Director will be responsible for renewing the SAM account and reporting any disclosures per 2 CFR 200.113.

L. Auditing and Accounting

1. The City of Pampa will be required to engage a qualified auditor to prepare an annual audit and to perform a single audit per the requirements of 2 CFR 200.500-521. The Director of Finance will prepare the SEFA (Schedule of Expenditures of Federal Grants) as required each year. If audit findings are found, the Director of Finance will be responsible for preparing a Corrective Action Plan to identify how the findings will be corrected. This Corrective Action Plan may take participation from Department Directors if their department's grants are involved. The Finance Director will ensure that single audits are submitted to the Federal Audit Clearinghouse when completed, but no longer than 9 months after year end.
2. Any grant that is audited by the grantor with findings will be followed up on by the Departmental Grant Manager and Finance Director. Repeated findings may jeopardize the status of grant funding and limit the ability to apply for grants. Therefore, it is important to carefully follow all grant guidelines as applicable.

M. Subrecipients

1. Federal Grants- If we act as a pass-through entity and provide subawards to other entities/individuals, we must meet the requirements of 2 CFR 200.331 and 200.343. 1. 200.331 Requirement for pass-through entities
 - a. Include the audit responsibilities in the award that they must have single audit according to 2 CFR 200.500-521.
 - b. Provide the subaward information regarding the CFDA # of the grant.
 - c. Provide an indirect cost rate, if applicable.
 - d. Perform a risk assessment for subrecipient monitoring.
 - e. Verify compliance to audit requirements, which include monitoring and single audit findings.
 - f. Report the subaward in accordance with FFATA (Federal Funding Accountability and Transparency Act)
2. 200.243 Closeout
 - a. The subrecipient has 30 days after the period of performance to submit reports and 1 year to close out the grant, if the grant award is over \$25,000.

8.1 BID PROTESTS

All protests regarding the bid solicitation process must be submitted in writing to the City Secretary within five (5) working days following the opening of bids. This includes all protests relating to advertising, deadlines, bid opening, and other related procedures under the Texas Local Government Code and protests relating to alleged improprieties or ambiguities in the specifications.

8.2 DEBRIEFING

Debriefings and requests for information shall be in accordance with Texas Government Code, §552 Texas Public Information Act.

Discussion of competing proposals is prohibited.

8.3 CHECK REQUEST AND PURCHASE ORDER EXCEPTIONS

Check requests may be used for the following purchase types and do not require a purchase order:

- A. Refunds: Include the reason for the request and attach documentation indicating the person or organization's name; date of original purchase, contract date; and reason for refund.
- B. Contract Labor: Include the reason for the request and attach documentation, including a copy of the employment contract for a one-time payment or instructors. Submit proper documentation, such as a copy of the instructor contract.
- C. Land/Development: Include agreement and reason for the request.
- D. Reimbursements: Include a copy of the detailed invoice or receipt. This does not include travel reimbursements.
- E. Other exceptions must be approved by the Finance Director and City Manager.

8.4 INFORMATION TECHNOLOGY PURCHASES

All technology purchases, including software, hardware, copier, and printers, must be approved by the Information Technology Department to ensure security controls are met.

8.5 NEW VENDORS

All new vendors are required to submit a completed vendor packet.

8.6 DISCRIMINATION

It is the policy of the City of Pampa to afford all suppliers an equal opportunity to bid on any contract.

This policy prohibits discrimination against any person because of race, color, sex, religious affiliation, age, disability, or national origin, in the award or performance of any contract.

The policy requires its officers, employees, agents, and sub-contractors to adhere to this policy.

8.7 PLACING ORDERS

Funds must be available and in the proper account before submission of requisition and before use of a purchasing card.

8.8 QUOTES - FREIGHT CHARGES AND FEES

Include freight costs and fees in the total price when obtaining quotes. Freight and fees must be considered in determining the award.

All freight should be requested as FOB Destination (delivery address) freight pre-paid and allowed.

8.9 PURCHASING ORDERS

Purchase orders are required before placing the order and sent to the vendor when the order is placed.

A purchase order is required for any purchase \$3,000 or over.

In extenuating circumstances, a purchase order may not be required. All exceptions will be reviewed and approved by the Assistant Finance Director.

8.10 INVOICES

All invoices must be submitted to Accounts Payable within five days of receipt and include the following information included.

- A. Receiving information (received in full / received partial)
- B. Signature of department representative
- C. PO Number
- D. Any other applicable documentation that may be required

The authorized purchaser is responsible for verifying that all materials/services are received in working order and meet specifications. Once materials/services are received and verified as correct, indicate receipt of materials on the invoice by noting "received in full" or "received partial" for each line item on the Purchase Order.

- A. Notify the vendor immediately if the quantity received does not agree with the vendor's packing slip or the material does not conform to specification.

8.11 REVOLVING CREDIT ACCOUNTS

Credit accounts may be available for the end user's use; however, they may only be opened or closed by Finance.

8.12 SALES TAX EXEMPTION

The city is exempt from sales, excise, and use taxes under Texas Tax Code, § 151.309. End users are responsible for ensuring tax is not paid.

The city is NOT exempt from sales tax for food, lodging, or transportation-related purchases during travel.

8.13 TIE BIDS

If all factors and conditions relating to the bids are equal, the tie bid will be awarded to the local vendor. If the vendors are not local, then a coin toss will be conducted by Purchasing with at least one witness.

The Local Preference Policy will be used for tie bids involving the selection of a local vendor.

8.14 VENDOR PERFORMANCE

The city does not have centralized receiving. Departments are responsible for receiving of goods

and services. Departments must document in writing items such as shortages, late delivery, or damaged merchandise. Vendor performance should be submitted to Procurement.

8.15 NON-PERFORMING VENDORS

When a vendor fails to perform according to the Agreement (Purchase Order, Annual Agreement, Contract, and/or Specification), the Department Director or designee will:

- A. Document the issues in writing to the vendor and to Purchasing.
- B. Schedule a meeting to discuss the issues.
- C. Document the resolution to the issue, as agreed upon by the department and the vendor. Documentation shall be in writing, signed by the department and the vendor, and a copy forwarded to Purchasing.

If a vendor's performance remains non-compliant or otherwise unsatisfactory, the using department will notify Procurement which will attempt to facilitate a resolution. If Procurement cannot resolve the issue, the Finance Director, Department Director, and City Manager will make a joint determination to cancel the contract in accordance with the terms and conditions of the agreement.

SECTION 9:

BONDS AND INDEMNIFICATION

9.1 DEFINITIONS

Public Work means a contract for constructing, altering, repairing a public building, carrying out, or completing any public work.

Bid Bond is a deposit required of bidders to protect the City if a low bidder attempts to withdraw its bid or otherwise fails to enter into a contract with the City.

Payment Bond ensures the protection of those performing work, such as subcontractors or suppliers to the prime or general contractor.

Performance Bond ensures the prime or general contractor will perform the work contracted.

Maintenance Bond protects the City from financial liability due to defects found during a warranty period.

9.2 GENERAL REQUIREMENTS

Bonds will be required for all Public Works Contracts

- A. The city will only accept corporate sureties duly qualified and authorized.
- B. Payment, Performance, and Maintenance bonds must be written as the "penal sum."
- C. Personal sureties will not be accepted.
- D. All required bonds must be received and approved before work begins.
- E. The city may require bonding on other projects to mitigate risk.
- F. The City of Pampa requires payment, performance, and maintenance bonds to be provided on City-approved forms.

9.3 BID BONDS

- A. Bid Bond minimum limit is five percent (5%) of the bid total.
- B. Bid Bonds are optional for non-construction.
- C. Personal, certified, or cashier's checks will NOT be accepted in place of a Bid Bond.
- D. Bid Bonds must be provided on approved surety forms.
- E. Bid Bonds will be retained for ten days from the award and may be returned to the issuing vendor upon request.

9.4 BOND AMOUNTS *Texas Government Code § 2253.021*

Payment Bonds are required for Public Works Contracts over fifty thousand dollars (\$50,000) and must be written for one hundred percent (100%) of the total bid price.

Performance Bonds are required for Public Works Contracts over one hundred thousand dollars (\$100,000), and they must be written for one hundred percent (100%) of the total bid price.

Maintenance Bonds can be written for a term and amount relevant to the project. The coverage, provided by a Maintenance Bond, guarantees against defective workmanship and materials.

9.5 INDEMNIFICATION POLICY

Contractors performing work on City property or public right-of-way shall provide indemnification and certificates of insurance or a copy of their insurance policy(s), including a copy of the endorsements. The required language is inserted in solicitation documents by the Purchasing Division or owner of the specifications.

Contractual agreements must contain a provision that transfers the risk of the project from the City to the contractor. Because the contractor may not have the financial resources to handle the risks that are transferred in the contract, the City requires that insurance be purchased and maintained by the contractor for financial security.

Workers' Compensation Insurance – Contractors and subcontractors hired for building and construction projects must provide Workers' Compensation Insurance for their employees regardless of the project's cost, unless exempt by Statute. Texas Labor Code, § 406.096.

Refer to sealed bid or proposal procedures for additional information.

10.1 DEFINITIONS

Contract is a written, legally binding document or obligation.

Purchase Order is an official written document issued by a buyer, which is a commitment to pay the seller (vendor) for the products ordered. The process ensures purchases are approved and within budget. A Purchase Order or Contract is required when insurance and indemnification are needed.

Annual contract is a contract for goods or services in which pricing is locked for a specific period of time.

10.2 CONTRACTS

Purchasing items from a vendor other than the vendor awarded vendor is a violation of the purchasing policy. An exception may be granted due to extenuating circumstances and must be approved in writing by the Finance Director.

All purchases greater than \$50,000 must include a standard contract, insurance, bonds (if needed), and a purchase order.

Non-Standard Contracts require City Attorney Review.

10.3 CONTRACT MANAGEMENT

Contract management shall be used by all departments to manage all City-related contracts. Failure to manage and control changes can result in an unintentional attempted modification to the scope of work, the extension of the schedule, an increase in the contract cost, circumvention of management controls, and diminished contractor accountability.

Purchasing Responsibility

City Secretary will be responsible for setting up all contracts that are issued through an informal or formal solicitation. The following documents will be added to the electronic file.

Insurance	Notice to Proceed	Bid Related Documents
Contract	Correspondence	General Terms & Conditions
Change Orders		

Staff Responsibility

Staff will be responsible for uploading and maintaining post award construction documents in Procore. This includes but is not limited to:

Monitoring	Meetings Minutes/Notes	Correspondence
Reporting	Request for Payments	Inspection /Testing
Acceptance	Site Visit Schedules	Change Orders
Lien Releases	Bond changes	Correspondence

SECTION 11:

SURPLUS PROPERTY

11.1 PURPOSE

The purpose of the policy is to ensure disposal of City-owned property is completed in a consistent manner throughout the organization.

11.2 DEFINITIONS

Disposal means the sale, trade, donation, or destruction of surplus property or equipment.

Item means surplus or obsolete movable assets such as vehicles and equipment, materials, and unclaimed property.

Surplus means all supplies, assets, materials, and unclaimed property that are either obsolete at the end of their life cycle or no longer required by operations.

Obsolete – lack of functional use or out of date.

11.3 GENERAL

There are multiple formats for the disposal process. These include auction, transfer, trade-in, recycling, and destruction. All methods require written approval.

- A. All fixed assets and capital equipment must be disposed of through Finance. Departments should complete the required disposition form prior to submitting it to Finance Coordinator. The current capital / fixed asset amount is \$5,000.00.
- B. Any item that is still operable and has a potential value shall be auctioned or traded during the replacement processor as they become obsolete.
- C. Scrap Metal – Staff shall obtain, from Finance, a letter of authorization to recycle specific items. Funds received for the recycling must be submitted to Finance and deposited. Receipts from the recycling center must be provided with the payment.
- D. Disposition and transfer forms are available from Finance or on the City's local shared file system.

City Logo: Before being auctioned, all vehicles and equipment must be removed of all City logos, unit numbers, decals, emergency equipment, and exempt license plates.

Requesting Disposal: Form to be filled out prior to any item being requested to dispose of. Surplus Form needs to be filled out and sent to the Finance Department for prior approval. At the time of approval, the Finance Department will instruct the using department where to deliver the items for auction. Form can be found on X:\Finance-Public\Forms\Vehicle Forms.

11.4 DISPOSAL OF PROPERTY

There are multiple formats for the disposal process. These include auction, transfer, trade-in, recycling, and destruction. All methods require written approval.

The Finance Coordinator under direction of the Director of Finance is responsible for disposing of all City-owned and Police seized obsolete and surplus equipment. Any department having property, supplies, etc., excess to their needs must notify the Finance Department by forwarding a completed form to the Finance Coordinator describing the property to be sold and showing the City equipment number if any. All disposal of property is done under governmental and criminal code requirements.

No City department can sell, trade, or otherwise dispose of any surplus or obsolete equipment except in accordance with this policy.

Approved means of property disposal are as follows:

- E. Trade-in on new equipment.
- F. Sell at one of the city auctions, which are coordinated by Finance or designated employee.
- G. Sell by soliciting sealed bids from interested firms or individuals conducted by the Finance Department.
- H. Sell as scrap to local scrap dealers through an approved disposal program conducted by the Finance Department.
- I. Sell or transfer to other governmental agencies such as other cities, counties, schools, colleges, etc. For this type of sale, State law waives the requirement for advertising and competitive bidding.
- J. On Items where fair market value is difficult to determine due to the unique
- K. nature of the item or items where the fair market value of an item based on previous experience is generally considered to be less than \$100.00, disposal of the item by discarding, or destruction is an acceptable solution with the approval of the Director of Finance.
- L. Upon determination by the Director of Finance that the best interests of the public would be served, the Director of Finance or designee may transfer surplus equipment, vehicle, or supplies to another governmental unit; first responder organization; or a charitable, civic, or nonprofit organization, with the consent of the City Manager and upon terms acceptable to the City Attorney. Provided, however, that the estimated fair market value of an item to be so transferred exceeds \$50,000, then the transfer shall occur only after approval by the City Commission.
- M. Items purchased with grant funds shall be disposed of in accordance with applicable grant requirements. If no disposal requirements exist, the city manager may determine how the asset will be disposed of.
- N. Computer and electronic data storage equipment shall be submitted to IT Department for proper data wiping and disposal.
- O. Internet sales of city owned property may be conducted using approved auctioneering websites.
- P. Firearms sales are conducted as part of the City Auctioneering Contract. By established City policy, the City shall only sell firearms to or through a currently licensed Federal Firearms Dealer.

11.5 CITY AUCTION

The City of Pampa periodically disposes of stolen, abandoned, or confiscated property that remains unclaimed, along with capital equipment that has become surplus, obsolete or inoperative.

City departments must prepare for the disposal of property throughout the year by identifying items qualifying for auction. Send the list to the Director of Finance when items are ready to be disposed of. The Finance Department will contact the department and direct them where to deliver the items to be disposed of.

Before taking an item to auction, you must contact the Director of Finance or Finance Coordinator for further instruction. No item will be taken to auction less than 30 days before the next auction.

11.6 PERSONAL USE PROHIBITIONS AND PERMISSIONS

An officer or employee of the City who recommends and/or authorizes the sale of materials and equipment for the employee's department or, for an officer, on behalf of the City, shall not, directly, or indirectly, submit a bid for, purchase or acquire ownership of that department's property.

11.7 PURCHASE OF CITY EQUIPMENT NOT SOLD THROUGH AUCTION.

Used "disposable" equipment such as cell phones and other electronic equipment may be sold to an employee when available and approved by the IT Director at a cost equal to the current fair market value. Equipment must be close to or eligible for replacement.

12.1 DEFINITION

Public Work are those projects that require the construction, repair, or renovation of a structure, building, street, highway, bridge, park, water, and wastewater distribution facility, airport runway or taxiway, drainage project, or other improvement or addition to real property.

12.2 LEGAL NOTICE

All construction projects will be advertised and posted in accordance with Texas Local Government Code, Chapter 271 and Texas Government Code, Chapter 2269.

12.3 PREVAILING WAGE RATES

Texas Government Code Chapter 2258 mandates that any Public Work contract awarded by the City includes the requirement to pay prevailing wage rates. The statute requires the payment of a prevailing wage rate for laborers and mechanics and applies to both contractors and subcontractors. Wages for workers on construction projects shall not be paid less than the schedule of general prevailing rates of per diem wages as mandated.

The city has adopted the U.S. Department of Labor's Wage Determinations for Gray County use in all Public Works projects. Current determinations will be used at the time of bid issuance and may be accessed at: <http://www.wdol.gov/dba.aspx>.

The prevailing wage rate or a link to the wage rates with the date shall be included in public works projects.

12.4 BONDING REQUIREMENTS

Bonds shall be in accordance with Texas Government Code Chapter 2253. Contracts for a public work contract must include the provisions for a payment bond if the contract is over \$50,000 and a performance bond if the contract exceeds \$100,000.

12.5 INSURANCE AND INDEMNIFICATION REQUIREMENTS

Minimum insurance requirements for construction projects must be included in the specification.

For construction-related projects, all contractors and sub-contractors, including those delivering equipment or materials or performing a service, shall provide workers' compensation for all employees.

General contractors are responsible for ensuring that subcontractors carry the same or higher insurance amounts as those required.

All contractors shall provide proof of coverage satisfactory to the City. Texas Labor Code § 406.096

Contractors shall post required signs at job site(s) informing all workers of their right to workers' compensation coverage.

12.6 AWARD OF CONTRACT/AGENDA ITEM

The City Secretary will conduct an initial review of the submittals to ensure they meet the minimum requirements stated in the specifications. Submittals are then forwarded to the requesting department(s) for their review and evaluation.

Using department(s) will provide a written recommendation to City Secretary. City Secretary will prepare the agenda.

12.7 CHANGE ORDERS

A change order is the written documentation and approval process that must be performed when changes in the scope of a project are proposed after the performance of a contract has begun. Such changes may include a significant difference in the quantity of work to be performed, the cost of work to be performed, or the materials, equipment, or supplies to be furnished.

12.8 APPROVAL FOR CHANGE ORDERS

All change orders must be presented to Purchasing and approved in writing prior to work beginning.

12.9 CONTINGENCY FUNDS

The City Commission may establish a contingency fund for a construction project at the time of award to be used during the course of a project. A contingency fund may be established at any dollar amount above the bid award, provided that it is reasonable and prudent.

- A. All projects may include a 10% contingency when budgeting.
- B. Contingency funds are used to fund change orders that occur during construction.

12.9 BID TIME

Bid time shall be standard for all construction at twenty-one (21) days.

Exceptions may be granted when needed. Exceptions will follow statute requirements of fourteen (14) days.

13.1 PURPOSE OF POLICY

The following policies are designed to assist the City's staff in selecting individuals or firms to perform professional services. The desire is to establish fairness and consistency in the selection process while obtaining the best value (quality services at a reasonable price) for the City in accordance with applicable legal requirements.

Departments must seek proposals or qualifications for professional services at least every five years to help ensure the greatest and fairest competition in the selection of professional services by the City of Pampa.

13.2 PROFESSIONAL SERVICES

Professional services generally refer to those services performed by an individual or group of individuals where education, degrees, certification, license, and/or registration are required for qualification to perform the service. The term "professional services" includes labor and skill that is predominantly mental or intellectual, rather than physical or manual, in nature. (See Texas Attorney General Opinion No. JM-940, at p. 3 (1988)).

Certain professions are specifically named in the Professional Services Procurement Act (ACT), Texas Government Code Chapter 2254, Subchapter A. This includes services within the scope of the practice, as defined by state law, of:

Accounting	Architecture	Landscape Architecture
Land Surveying	Medicine	Professional Engineering
Optometry	Real Estate Appraisal	Professional Nursing
Interior Design		

If a department is not sure if a service is a "professional service," the department should contact the Finance Director before securing such services.

13.3 PERSONAL SERVICES

Personal service is defined as a service that is performed by an individual. The service must be performed by the individual named in the contract. (Attorney general JM-890 and JM 486)

13.4 PLANNING SERVICES

Planning services are defined as services primarily intended to guide governmental policy to ensure the orderly and coordinated development of the municipality 252.001 (5)

13.5 PROCUREMENT OF ARCHITECTURAL, ENGINEERING, OR LAND SURVEYING SERVICES

When procuring architectural, engineering, or land surveying services, the City shall use a two-step selection process (see Texas Government Code § 2254.004):

- A. First, the City shall select, through the RFQ process, the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
- B. Second, attempt to negotiate with that provider a contract at a fair and reasonable price. Negotiations will be facilitated by Purchasing as the lead for a team of stakeholders.
- C. If the City is unable to negotiate a satisfactory contract with the most highly qualified provider of architectural, engineering, or land surveying services:

1. First, the City shall formally end negotiations with the selected provider.
2. Second, select the next most highly qualified provider.
3. Third, attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process until a contract is entered into.
4. A purchase order must be issued upon award of the contract.

13.6 FEES ESTIMATED TO BE UNDER \$100,000 PER YEAR

Departments may utilize the vendors authorized under current master service agreements (MSA) or an informal RFQ process. Staff shall submit a memo identifying the following:

- A. Scope of work.
- B. Qualifications and experience requirements.
- C. Project description and deliverables.
- D. Timeline for performance.
- E. Budget information; and
- F. Suggested professional and rationale for determining qualifications-based selection.

Items over \$50,000 will be presented to City Commission for approval.

A Purchase Order is required.

13.7 FEES ESTIMATED TO BE \$100,000 OR GREATER PER YEAR

Departments may utilize a current MSA when available. If an MSA is not available, a solicitation process will be issued and conform to Government Code Chapter 2254.

The solicitation process will be managed by the Finance department.

The process shall contain sufficient information to inform potential professional service vendors about the type of project, scope of services to be performed, the selection criteria to be used, and weighting assigned to each of the criteria.

After the evaluation of submitted requests for proposal, it may be necessary (as determined by the Finance Director) to interview several of the firms and further evaluate them on the basis of the interview or a presentation, narrowing the field until one firm is selected for negotiations. Negotiations will be facilitated by the Finance department.

When negotiations are concluded, a recommendation will be made to City Commission and a Purchase Order is required.

14.1 EMERGENCY PURCHASES

An emergency condition creates an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods and that seriously threatens the functioning of the City or the protection of property, or the health or safety of any person.

Emergency purchases are for critical, unforeseen government needs. Because the City's ability to serve the public would be impaired if purchases are not made immediately, emergency purchases are exempt from standard procurement procedures.

True emergencies almost always occur as a result of parts and labor needed for unforeseen repairs to equipment that must be kept operational. When an emergency occurs, the need for quotes will be eliminated; however, a written explanation must be indicated on the emergency purchase form for Irregular Purchases.

- A. If the product or service is over \$3,000 and under \$50,000, obtain the City Manager's authorization. Once authorization has been received, submit a requisition to obtain a purchase order, then call the vendor to initiate repair services or order the needed materials. Immediately, or as soon as feasible, submit a copy of the invoice, delivery ticket, and the irregular purchase form to Purchasing.
- B. In the event, the emergency expenditure exceeds \$50,000, follow the same procedures outlined in item A above, and give to City Secretary to prepare an agenda item and/or resolution for City Commission approval prior to payment for the products or services purchased.
- C. In extreme cases involving a disaster, an emergency declaration will be made. All purchases must be documented through proper state and federal forms and authorized by the Emergency Operations Center designated employee(s). Refer to the Disaster Procurement Policy in the next section.
- D. An emergency created through neglect will not be processed as an emergency.

Typical examples of such neglect are:

- 1. Depletion of stock due to lack of planning.
- 2. Building or equipment needing repairs for some time suddenly becomes an emergency overnight.
- 3. Orders of materials for projects, most of which must be planned weeks or months ahead of time and requested just before desired use.

15.1 PURPOSE

This policy modifies the City of Pampa's normal procurement practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City of Pampa is able to acquire the goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this policy also assures that City purchases comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

15.2 DEFINITIONS:

For the purposes of this policy, a proclaimed disaster or emergency exists if:

- A. The Governor has declared a state of emergency for an area that includes the geographic territory of the City of Pampa, or
- B. The Chief Executive Officer (Mayor, City Manager) of the City of Pampa has declared an emergency in the city.

Exigent circumstances are situations in which:

- A. A disaster or emergency has been proclaimed, and
- B. The public exigency for goods and services required to address an immediate threat to life, public health, or safety or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

Emergency Operations Center (EOC) is the centralized location of emergency response and recovery support operations during incidents.

Emergency Management Coordinator (EMC) is the employee delegated by the mayor.

15.3 DELEGATIONS OF PURCHASING AUTHORITY IN EXIGENT CIRCUMSTANCES

Delegation - If the City Manager determines that goods and services must be procured before the City Commission is able to assemble and approve purchases, the City Manager has the authority, subject to the limitation set forth in subparagraphs 15.3 B and 15.3 C, to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

Limits of Single Purchase Authority - The City Manager or designee shall have the authority to make individual purchases up to \$10,000 on his or her signature alone. The City Manager shall have the authority to make purchases above \$10,000 up to a maximum of \$250,000 when countersigned by the mayor or in the mayor's absence countersigned by another commission member.

Limits of Aggregate Purchase Authority - The City Manager or designee shall have the authority to make aggregate purchases up to \$10,000 on their signature alone. The City Manager shall have the authority to make purchases in excess of \$10,000 up to a maximum of \$250,000 when countersigned by the mayor or in the mayor's absence countersigned by another commission member.

15.4 DELEGATION OF AUTHORITY

Sub-Delegation to the Emergency Management Coordinator: The Emergency Management Coordinator shall be a designee of the City Manager at any time that the City Manager is not available to approve purchases as allowed in this section.

Sub-Delegation of Purchasing Authority: If neither the City Manager nor the Emergency Management Coordinator is available, the following Directors have the authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$10,000.

Directors include:

- Assistant City Manager
- Finance Director
- Assistant Finance Director
- Police Chief
- Fire Chief
- Public Works Director

Administrative Procedures:

- A. As soon as possible, after purchases are made under this section 3, the City Manager, Emergency Management Coordinator, or Directors shall submit to the Finance Director a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.
- B. The Finance Director will inform the City Manager and City Commission of any individual purchase under this section with a contract amount greater than \$10,000 and also whenever the aggregate of purchases under this section is greater than \$250,000.
- C. Purchasing staff will obtain the City Manager's (or Emergency Management Coordinator as the City Manager's designee) approval prior to any purchase by a director if the amount is \$10,000 or more.
- D. If the City Manager/Emergency Management Coordinator is unavailable, and the delay in getting his/her signature would imperil life, safety, or improved property, the Directors as listed in 15.4 B above may approve the emergency purchase of \$10,000 or more.
- E. The Finance Director shall have the authority to approve all disaster-related purchases under \$250,000.
- F. The Finance Director will expedite the verification of funds available and complete the preparation of the purchase order.

15.5 PROCUREMENT PROCEDURES IN EXIGENT CIRCUMSTANCES

Upon receipt of requisitions under Section 3, the Finance Director shall prepare purchase orders for the emergency equipment, supplies, services, or other items in accordance with the requirements of this section.

- A. Exempt Purchases are those less than \$250,000 and do not require a formal bid.

- B. Purchases greater than \$250,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Finance Director, and/or Directors are required.

Justification of Sole Source or No-bid Contracts, where exigent circumstances require immediate Procurement from the nearest available source,

- A. The Finance Director shall use the "Justification Form for Emergency Sole Source or No-Bid Purchase."
- B. Procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent Procurement by competitive proposals of the remainder of the work.
- C. "Sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, Procurement of a scarce commodity, goods, or services or purchase or rental of emergency equipment, emergency consulting services, emergency road clearance or other emergency requirements.

Provision for Alternate Bid Solicitation Procedures: The City's normal requirements for sealed bids shall not apply to acquisitions under this section. However, the Finance Director shall conduct bid solicitation from potential vendors or suppliers in lieu of written and/or sealed bids in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances.

Locations of Postings for Request for Proposals or Invitation to Bids: The Finance Director may waive standard requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the City's designated Emergency Operations Center.

Length of Time for Posting Requests: The Finance Director may shorten the normal bid period from fourteen days to expedite the award of contracts for emergency equipment, goods, or services. The Procurement Officer should seek to ensure that the shortened bid period allows multiple suppliers to submit bids.

Number of Bids Required: Solicited bids that are non-responsive shall count towards the minimum number of bids required when there is a declared emergency or disaster in the Jurisdiction. All such no-bids must be documented as to time, date, and person/company contacted, with a reason for no-bid, if possible.

15.5 NOTIFICATION AND RATIFICATION

Posting of Contracts and Awards – Under this section, all contracts awarded that exceed \$50,000 shall be presented to City Commission for ratification and publicly posted within sixty (60) days.

Authority to Cancel Emergency Procurements: The City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

- A. Notification Requirement for Emergency Purchases: For any purchase in excess of \$50,000, the City Manager shall report all such purchases to City Commission within thirty (30) days of the onset of the disaster. Finance Director will provide CM with this information.

- B. Requirement for Separate Invoicing: All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the locations where the goods or services were used if at all possible.
- C. Auditing of Invoices for Debris Clearance Prior to Payment: All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement before the award of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.
- D. Limitations of Disaster Purchasing Policy: For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to life, public health, or safety or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures and a local emergency or disaster has been proclaimed. Any purchases that do not meet the standard of being necessary for responding to an immediate threat to life, public health, or safety or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures shall follow the City's regular purchasing provisions.
- E. Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.

16.1 SOLE SOURCE PURCHASES

Sole source purchases are goods and services available from only one supplier due to patents, copyrights, or territorial distribution. Examples include:

Patented products	Monopolized items
Rare books	Captive replacement parts

Components for equipment and software with exclusive distribution rights.

- A. Items that are only available from one manufacturer are not a sole source if the items can be purchased from distributors. Similarly, books available from multiple sources are not sole source.
- B. Regulated or natural monopolies such as utilities, gravel from the only pit in the area.
- C. Replacement components
- B. Staff is responsible for obtaining and retaining documentation from the vendor that clearly states why the purchase must be made on a "sole source" basis.

16.2 WRITTEN JUSTIFICATION

All sole source purchases require written justification on the Sole Source Vendor Form which must be completed by the Vendor with appropriate internal signatures. This form must be submitted to and approved by Finance prior to the purchase being made.

16.3 NOTICE OF INTENT TO AWARD A SOLE SOURCE PROCUREMENT

All purchases in excess of \$50,000 shall be made in conjunction with the City Secretary. These items may be posted as a notice of intent to purchase a sole source item in the eProcurement system for public review.

If responses received indicates the item is not a sole source purchase and competition exists, a solicitation will be issued.

17.1 COOPERATIVE PURCHASES

Texas Government Code, Chapter 791, and Texas Local Government Code, Chapter 271, authorize the use of cooperative purchasing programs. These chapters authorize the City to use another entity's bid and likewise allow another entity to use the City's contracts. Additionally, the statutes allow the City to use a cooperative contract issued by an established cooperative agency.

The following must be included and established to utilize a cooperative contract.

- A. The bid specifications/contract must have cooperative language.
- B. The awarded vendor must have agreed to the language (term).
- C. An Interlocal agreement must be in place between the City and the issuing entity.

The City has established memberships and entered into interlocal agreements which promote participation in cooperative purchasing programs. Current Interlocal Agreements and Contracts are available from the City Secretary and/or Finance Director.

18.1 PURPOSE

The Procurement Card (PCard) Program is designed to manage small-dollar purchases for procuring goods and services that do not exceed \$3,000. It provides the city with an efficient and controllable method for monitoring small-dollar purchases, reducing paperwork, and paying vendors in a timely manner.

The Procurement Card Program is designed to streamline and create efficiencies within the purchasing process for City purchases below \$10,000 unless restrictions apply. The Procurement Card program is a fast, flexible purchasing method for processing limited purchases from suppliers that accept credit cards. The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method of the delegated purchasing and payment for allowable transactions. The Program is intended to give authorized City employees the ability to procure for City related business, goods or services directly from vendors, while at the same time reducing the time and effort normally associated with ordering and paying for these types of purchases. Cardholders are expected to comply with the policies and procedures contained in this policy and within the City's purchasing manual.

The city utilizes one type of procurement card known as the Individual procurement card (P-card). These P-Cards are issued to a specific employee and not available to share within department.

18.2 SCOPE

CITY employees who have been issued procurement cards retain the option to initiate transactions in person, via the internet, or by telephone and receive their goods, within the limits of this Procurement Card Policy.

P-Cards shall be individually issued to eligible employees and will have his/her name embossed on it. The employee whose name appears on a P-Card is the only person allowed to use that P-Card and as such, maintains responsibility for all charges made on the card. "CITY" shall also be conspicuously located on each card. *Although the P-card is issued to the employee, it remains City property and may be rescinded at any time. The employee should only use the P-card for the types of purchases described in this policy and approved by their direct supervisor.*

Improper use of any CITY issued P-Card may be considered misappropriation of CITY funds, which may result in disciplinary action, up to and including termination and possible criminal prosecution.

18.3 ELIGIBLE EMPLOYEES

Department Heads and Division Directors may recommend full-time and part-time employees, who are responsible for routine purchases of business-related goods and services, to receive a City of Pampa procurement card (P-Card) for the use of that employee only. An individual should only be assigned a P-Card after completing the enrollment request form, attending a training class, and signing a Cardholder Agreement Form. ***Temporary employees are only eligible with approval of City Manager.***

18.4 DEFINITIONS

Vendor: A company/partnership/corporation or other business from which a Cardholder is purchasing materials and/or equipment and/or services under the provisions of this Policy.

Cardholder: CITY employees who have been issued procurement cards and who are authorized to make purchases in accordance with the provisions of this Policy.

Department Liaison: Each CITY department may assign one (1) or more Department Liaison. Office

Liaisons shall be responsible for the administration of the P-Card Policy within their department. Department Liaisons shall keep all documentation for procurement card activities within their office, approve monthly reconciliation statements of their Cardholder(s) and ensure the accuracy of the related recorded transactions. Department Liaisons shall be completely knowledgeable about the intricacies of the P-Card Policy and are to help with their employee's P-Card-related questions and/or issues (i.e., credit limits, restrictions, disputes, account codes, new cards, etc.). Department Liaisons shall be a Cardholder's first point of contact. Questions and/or issues not resolved by Office Liaisons within 3 to 5 days of the transaction date should be forwarded to the CITY's System Administrator. Office Liaisons have the duty and responsibility to immediately report cases of fraud and potential instances of fraud on their Cardholders' monthly transaction reports.

Program Administrator: The CITY System Administrator serves as the P-Card policy administrator with the Chief Operating Officer as the supervising main administrator, and in the absence of the Chief Operating Officer, the Chief Public Defender serving as supervising main administrator. The System Administrator is responsible for P-Card Policy set-up and function, including assisting Office Liaisons with P-Card Policy questions and inquiries (e.g., erroneous declines and emergency transactions). The System Administrator shall be responsible for the proper training of all Office Liaisons and employee Cardholders, including the utilization of P-Card reports and the reconciliation of monthly statements.

Reconciliation: Preparation of monthly transactions for approval, to include the P-Card report with account codes, dates and descriptions for each transaction. Receipts must substantiate every transaction on the P-Card report and be attached as part of required monthly P-card statement reconciliations.

18.5 CARD LIMITS

Spending limits have transaction and monthly limits that are dependent upon the requirements of the Cardholder's position within the City. A transaction includes the purchase price plus freight and installation. Cardholders should not attempt to make a purchase greater than the transaction limits within their level of purchasing guidelines.

	Monthly Credit Limit		Transaction Limit
Directors	\$ 10,000		\$ 10,000
Department Head/Supervisor	\$ 5,000		\$ 5,000
Cardholder	\$ 2,500		\$ 500

Division Directors may request a temporary change to a Cardholder's assigned level by submitting their request in writing to the Assistant Finance Director or Finance Director.

Under unique and/or emergency situations, the City Manager may request an increase to a Cardholder's level of transaction/monthly limit that exceeds the maximum allowable by any Cardholder. This type of request must be submitted to the Finance Director for approval. If approved, the increase will be temporary during a defined period of time, and then will immediately return to the Cardholder's prior fixed amount.

18.6 CARD SECURITY

Division Directors may request a temporary change to a Cardholder's assigned level by submitting their request in writing to the Assistant Finance Director or Finance Director.

Under unique and/or emergency situations, the City Manager may request an increase to a Cardholder's level of transaction/monthly limit that exceeds the maximum allowable by any Cardholder. This type of request must be submitted to the Finance Director for approval. If approved, the increase will be temporary during a defined period of time, and then will

immediately return to the Cardholder's prior fixed amount.

Program Administrator Responsibilities:

The city has assigned the program administrator role within the Finance department to serve as the liaison between the cardholder and the Bank. All purchasing card requests must go through the program administrator. The PA is responsible for:

- A. Establishing cardholder accounts and authorization controls.
- B. Providing instructions, training, and assistance to cardholders and approvers.

Accounts Payable Responsibilities:

The city has assigned the Accounts Payable role within the Finance department to serve as the liaison between the cardholder and the Finance Department. The accounts' payable role is responsible for approving monthly Purchasing Card statements of cardholders to ensure they are in accordance with all state, federal, and Company laws, policies, and procedures. The Accounts Payable role is responsible for:

- A. Maintaining proper documentation and storage of imaged receipts, logs, and approvals.
- B. Authorizing payment to Bank in accordance with City policies, procedures, and the Prompt Payment Act.
- C. Immediately notifying the Finance Director of any suspected abuse or fraudulent activity.

Supervisor Responsibilities:

The cardholder's supervisor, manager, or manager designee is responsible for approving transactions and verifying that related receipts and documentation are submitted. After reviewing and approving the cardholder's purchases, final approval is required by the Division Director.

The supervisor is also responsible for obtaining P-cards from cardholders upon their exit from the City. The P-cards are to be turned back into the program administrator to be destroyed. PAs shall be notified when employees leave so their P-card can be immediately closed.

Division Director Responsibilities:

The cardholder and direct supervisor will submit reviewed and approved purchasing documentation to their Division Director for final approval. The Division Director is responsible for ensuring that cardholders and supervisors follow purchasing guidelines and purchasing within their departmental budgets.

Transactions must be approved online through the procurement card program website weekly. (See segregation of duties below)

Cardholder Responsibilities:

The cardholder agrees to comply with the program rules and regulations by signing a Cardholder Agreement Form and is accountable for all transactions against their assigned card.

The cardholder is also responsible for:

- A. Upon receipt of the card and after training, contact the procurement company on the issued card to activate the card.
- B. Holding and securing the card.
- C. Ensuring sales tax is not charged.
- D. Receiving and inspecting all ordered materials for discrepancies. If discrepancies are found, resolve with vendor immediately.

- E. For each transaction made, expense the proper general ledger account number within the procurement card website that will be used to pay for the purchase (see segregation of duties-employees).
- F. Saving all itemized sale receipts.
- G. Legibly signing/printing name on all itemized sales receipts for purchases made.
- H. Using the card for City related business only, in accordance with city, state, and federal policies, procedures and laws.
- I. Immediately report any fraudulent use as well as lost or stolen cards to the procurement card program and the City's PA.

	Liason	Department Head	Division Director	Finance
All Cardholders	Preparer	Reviewer	Approver	Final Approver
Division Director			Reviewer	Final Approver

18.7 USE OF PROCUREMENT CARD

The procurement card is a supplement to the purchasing process. Use of this card is not intended to replace procurement planning nor is it intended to prevent City policies and procedures or state law. The procurement card is intended for approved budgeted purchases that benefit the City of Pampa.

- A. The Purchasing Card may be used at any vendor that accepts Master Card and is not on the restricted list. It may be used for in-store purchases, mail, telephone, or internet orders.
- B. The Purchasing Card may be used to purchase non-restricted items within the delegated limit. Single purchases are limited to \$10,000 per vendor.
- C. The Purchasing Card is not intended to avoid or bypass appropriate purchasing or payment procedures. Purchases must not be split to avoid the capital expenditure restriction. Purchasing Card transactions may not be split to divide a larger purchase which is over the cardholder's single purchase limit.
- D. The Purchasing Card is to be used for The City of Pampa official business only. The Purchasing Card will have the wording, "Official Use Only" imprinted on the card. Personal purchases will be considered misappropriation of funds that may result in personnel action, criminal charges, or both.

The City of Pampa must comply with local, state, and federal laws, policies, and procedures. All purchases must be in accordance with these established laws, policies, and procedures and each cardholder is responsible for compliance. When placing an order, the city employee should follow these steps to ensure a successful purchase:

- A. Determine if the transaction is an acceptable use of the card, and if it is within the spending limit.
- B. Identify the vendor. Call or visit the vendor or web site to place your order. If order is by mail, specify cardholder name, The Company, department name and shipping instructions. Also, specify the Purchasing Card number, expiration date and name as it appears on the card.
- C. If ordering by internet, your billing address is the address shown on your Individual Account Statement which should be the Post Office Box for the City.

Billing information, if needed:
PO Box 2499
Pampa, TX 79066-2499

- D. Confirm pricing and freight.
- E. Request that a hard copy of the pricing, and freight be faxed or emailed to the cardholder and/or included in the shipment of supplies.
- F. Request that the supplier indicate cardholder's name and include paid by credit card on all invoices. Instruct the vendor not to send the invoice to Accounts Payables Department, but directly to the individual cardholder making the purchase (this will prevent duplicate payments to vendors). If a purchase is made via mail, telephone, or internet, ask the vendor to include the receipt with the goods when shipping the product.
- G. Obtain the City tax exemption number and documentation form from Finance office.
- H. Any other information necessary to make the purchase successfully.

Examples of the type of purchases where the procurement card should be used include:

- Maintenance, repair, and operational supplies.
- Subscriptions, books, training material.
- Seminars, memberships, training registrations.
- Travel expenses
- Per Diem expenses must follow policy
- Office supplies

Purchases shall not be split to circumvent other accounting and procurement regulations.

18.8 RESTRICTIONS

The City restricts use of the P-card with certain types of suppliers and merchants. The P-card will be declined if presented to a type of vendor that has been restricted within the parameters of the procurement card program.

P-Cards SHALL NOT BE USED for the following:

- Personal purchases or purchases for family members or friends.
- For purposes of personal identification or proof of employment status.
- A single purchase exceeding the Cardholder's pre-set single purchase limit unless such purchase is pre-approved by the System Administrator and appropriate quotations have been obtained in compliance with statutory procurement requirements.
- Convenience store purchases or entertainment expenses unless this restriction has been lifted by the System Administrator as a unique purchasing authority.
- Alcoholic beverages or any substance, material, or other service which violates policy, law or regulation pertaining to the CITY.
- Gasoline, oil, or other fuel, unless this restriction has been lifted by the System Administrator as a unique purchasing authority.

- Splitting payment for a purchase into multiple transactions in an attempt to circumvent single purchase limits.
- Accepting cash, gift cards or other certificates in lieu of credit to the P-Card. Vendors agreeing to accept a return for an item purchased by P-Card should issue a credit back to the P-Card, with the credit appearing on a subsequent statement.

A Cardholder who makes unauthorized purchases, misuses the P-Card and/or abuses the privilege of P-Card use shall be liable for the total dollar amount of such unauthorized purchases plus any administrative fees that may be charged by the involved banking entity. Further, unauthorized use, misuse, and/or abuse of a P-Card or failure to comply with any provision of this Procurement Card Policy subjects a Cardholder to revocation of their P-Card and any other disciplinary action as may be appropriate, up to and including the Cardholder's termination of employment and in certain circumstances of severe P-Card misuse and/or abuse, criminal prosecution.

The Procurement Card may not be used for the following purchases:

- Any single purchase exceeding \$10,000 (including freight)
- Alcoholic beverages
- Cash advances
- Gasoline
- Insurance of any type
- Personal items
- Purchases outside the USA
- Purchases involving equipment trade-ins.

City Manager may authorize excluded purchases made with P-Card, as needed.

18.9 RECONCILIATION OF TRANSACTIONS

The cardholder is responsible for reconciling purchases to the transactions from the procurement card. For record keeping purposes, the following documentation must be retained, scanned, and attached to the transaction and kept with the expense report. All invoices and purchase orders must be signed by the cardholder.

- A. Itemized sales receipt and/or Credit receipts
- B. Packing Slips
- C. Signed credit card slip, if applicable
- D. Quotes (if needed)
- E. Purchase order (if needed)
- F. Other information related to the purchase.

Each Friday, the transactions of the previous week must be reviewed, edited, approved and all invoices/receipts or other documentation including travel expense reports must be scanned and attached to the individual transaction on the Procurement card website.

All purchases made with a procurement card must have an ITEMIZED sales receipt. In the instance that an itemized sales receipt is not attainable, the cardholder must fill out a missing receipt form when reconciling monthly statement.

18.10 SALES TAX

The City of Pampa is tax exempt. The City's tax-exempt number is 75-6000633.

For every transaction, Cardholders are responsible for ensuring that sales and use tax has not been added to any transaction on their P-Card. If sales and use tax is inadvertently added to a P-Card transaction, it is up to the Cardholder to go back to the Vendor and request that the amount of sales and use tax paid be credited back to the CITY. It will be the responsibility of the purchaser to get a credit on any taxes charged to the city in error or to reimburse the city.

In some special cases (such as hotel taxes) the CITY may be required to pay certain types of tax. If there are any doubts about a particular tax or if the Vendor requires that tax be paid even after presenting the P-Card stamped with the CITY's status as Tax Exempt, contact the System Administrator for additional instructions.

You cannot use the City's tax-exempt certificate to make tax free purchases for personal use.

18.11 MISUSE OF PROCUREMENT CARD

The procurement card represents the City's trust in the employee and his/her empowerment as a responsible employee of the City of Pampa to protect its assets. As a cardholder, each employee assumes the responsibility for the protection and proper use of the procurement card including timely reconciliation.

Cardholders suspected of fraud, theft, or misuse will have their card suspended or terminated. Further, appropriate disciplinary actions will be taken against the employee in accordance with City policies and procedures.

Personal Misuse: The following are examples of personal misuse of the P-Card and may result in negligence on the employee part although no fraudulent transactions have been committed. If personal misuse occurs, immediate reimbursement is required by the cardholder and a misuse form must be filled out for documentation on the transaction reports.

- Using the card for the sole benefit of the employee or the employee's family or friends.
- Purchases for clothing or entertainment not authorized by the departmental budget.
- Use of a procurement card by a suspended or terminated employee.

18.12 RETURNS, CREDITS, AND/OR DISPUTED CHARGES

Should a problem arise with a purchased item or charge, every attempt shall be made to first resolve the issue directly with the supplier. Review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges. The returned, credited, or disputed item shall be noted on the Purchasing Card Transaction Log.

Returns: If a cardholder needs to return an item to a supplier, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the transaction log.

Credits: If an item is accepted as a return by the supplier, a credit for this item should appear on the following month's statement. All credits should be indicated in the transaction log.

Disputed Charges: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the supplier and attempt to resolve the problem directly. All disputed items should be indicated in the transaction log. A copy of any communication, forms and/or letters shall be kept as documentation.

Missing Documentation: If a P-Card holder does not have documentation for a corresponding

transaction listed on their monthly statement, a signed Missing Receipt Form must be signed by immediate supervisor and attached to their monthly reconciliation statement which includes, a description of the item(s) purchased, date of purchase, Vendor's name and the reasoning for the lack of supporting documentation.

If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder should initiate a dispute by contacting the customer support team by calling the 1-800 number on the back of the card. The Procurement Card Company will place the charge in a "Statement of Dispute" and the account may be given a provisional credit until receipt of adequate documentation from the vendor. If the documentation appears to be in order, the transaction will be re-posted to the account and the dispute considered closed. If the charge is suspected to be fraudulent, the card will be immediately blocked, continue to have a provisional credit (if given) and an investigation of the charge will continue. A new card will then be re-issued to the cardholder, if appropriate. If the charge appears legitimate, the transaction will then be posted to the new account.

18.13 SEGREGATION OF DUTIES

To ensure proper internal controls, each department must maintain a separation of duties for the electronic review and approval of all transactions within Incode including the following:

Cardholders will be responsible for reporting General Ledger account number(s), purchase description, attachment of receipts for appropriate transactions, and include purchase order, if necessary.

Department Liaison- Each CITY department may assign one (1) or more Department Liaison. Department Liaisons shall be responsible for the administration of the P-Card Policy within their office. Department Liaisons shall gather all documentation for procurement card activities, prepare monthly reconciliation statements for Cardholder(s) and ensure the accuracy of the related recorded transactions. Department Liaisons shall be completely knowledgeable about the intricacies of the P-Card Policy and are to assist departmental cardholders with their P-Card related questions and/or issues (i.e., credit limits, restrictions, disputes, account codes, new cards, etc.). Department Liaisons shall be a Cardholder's first point of contact within the appropriate department. Questions and/or issues not resolved by Department Liaisons within 3 to 5 days of the transaction date should be forwarded to the CITY's System Administrator. Department Liaisons have the duty and responsibility to immediately report cases of fraud and potential instances of fraud on their Cardholders' monthly transaction reports.

Department Heads, or designee, must electronically review transactions within the procurement card website; Division Director must electronically "approve" transactions; Under no circumstances should the same individual be the "reviewer" and the "approver;" and under no circumstances should anyone designated as an "approver," approve their own transactions.

18.14 REVOCATION OF THE PURCHASING CARD

The purchasing card is subject to revocation at any time at the discretion of the Department Director and/or the Program Administrator. Each cardholder must acknowledge receipt of the purchase card, understand the rules of usage, and sign the Cardholder Agreement Form.

Failure to abide by this policy will result in revocation of their card and disciplinary action up to termination of employment. The cardholder will be required to reimburse any unauthorized transactions, and the City reserves the right to withhold final paychecks until all purchases are satisfactorily reconciled.

The Program Administrator will recommend to the Department Director that the card be revoked

following any violation of the Procurement Card policy. The Program Administrator is authorized to temporarily suspend use of the card if unauthorized use is discovered and poses a threat to internal financial controls.

19.1 INSURANCE REQUIREMENTS, Texas Labor Code, § 406.096 (Workers' Compensation)

All contractors and subcontractors shall have insurance coverage, including worker's compensation. Proof of coverage must be provided prior to any work beginning. Certificates must be issued to the City of Pampa.

Minimum Required Insurance: Workers Compensation, General Liability, and Auto Liability. Other types of insurance may be required depending on the type of work or service requested.

Any exception to all but worker's compensation insurance requirements will be reviewed and approved by City Secretary and/or Finance.

Building or construction includes:

- A. Erecting or preparing to erect a structure, including a building, bridge, roadway, public utility facility, or related appurtenance; or
- B. Remodeling, extending, repairing, or demolishing a structure; or
- C. Otherwise, improving real property or appurtenance to real property through similar activities.

Finance and City Secretary must verify and approve all insurance documents prior to the contract, purchase order, or commencement of work.

20.1 DEFINITIONS

Competitive Bidding: The term “Formal Competitive Bidding” generally pertains to public procurement procedures that align with the Texas Local Government Code §252.021. In these cases, the solicitation process necessitates approval from the City Commission for the award.

Competitive “sealed” bids are sought through a bid advertisement for various projects, goods, supplies, and non-personal services expected to exceed \$50,000 in value. This bid advertisement includes detailed specifications, terms, general conditions, and special conditions for the respective public project, or the procurement of goods, supplies, and non-personal services (referred to as “Bid Documents”). Additionally, it outlines the agreement and related performance, payment, and maintenance bonds, which, when combined with the Bid Documents comprise the “Contract Documents” for the project. A formal set of Bid Documents that include the City’s standard terms and conditions, reviewed by the City Attorney’s Office, must be used for any procurement in excess of \$50,000.

The City Commission must accept and award the contract for any public works projects, and/or the procurement of goods and supplies and non-personal services that exceed \$50,000. These contracts are solicited through the competitive sealed bid process, and they are typically awarded to the lowest responsible bidder or, if previously indicated, the bidder that provides the best value to the City. Eligible bidders must promptly respond to the advertisement for bids and return a fully completed and signed Bid Proposal and Bid Bond. The User Department and Finance Department work together to determine whether the presumptive low bidder is indeed the lowest responsible bidder or if previously indicated, the bidder that provides the best value to the city. The User Department will prepare a bid tabulation regarding the bids received together with a Recommendation Letter to the City Commission, recommending that the project be awarded to the appropriate bidder. The Contract Documents once signed by the bidder and the City Manager following approval of the City Commission form the contract between City of Pampa and the vendor. **Competitive sealed bids are not negotiated and are based upon the terms and conditions set out in the Bid Documents and Contract Documents.**

The competitive sealed bid method is the most preferred method of procuring the performance of public works projects, goods and supplies, and non-personal services. It is used when the requirement can be definitively described, is readily available, and is an off-the-shelf type of acquisition. Responses to Competitive Bids and Proposals are not disclosed until after the subject contract is awarded. In the event that the Bid Documents call for the submission of background documents that are trademarked or proprietary such documents may remain confidential pursuant to the Texas Public Information Act provided that certain steps are timely followed to protect the confidential information from disclosure.

Competitive Proposals: The term “Formal Competitive Proposal” generally applies to public purchasing in amounts exceeding \$50,000 when the solicitation process complies with Texas Local Government Code § 252.021, and the solicitation award requires approval by the City Council.

Competitive proposals are sought through a sealed Request for Proposals (RFP) process, where vendors submit responses to the RFP for evaluation. The RFP outlines the City’s requirements and contractual terms and conditions. A formal contract that includes the City’s standard terms and conditions, reviewed by the City Attorney’s Office, must be approved by the City Commission for any procurement in excess of \$50,000.

While the RFP process bears some resemblance to the competitive sealed bid process, there are

key distinctions. Notably, the RFP results in a negotiated procurement where cost is not always the primary determining factor. However, the RFP must clearly specify the relative importance of cost in relation to other evaluation factors, all of which must be taken into account when recommending the contract for award.

Unlike sealed bids, the RFP process does not involve opening and reading proposals publicly at the time of receipt. Proposal contents are confidential until after the contract is awarded to the responsible proposer deemed most advantageous to the city based on the relevant evaluation factors.

Any proposal content that is trademarked or proprietary may remain confidential pursuant to the Texas Public Information Act provided that certain steps are timely followed to protect the confidential information from disclosure.

In accordance with Texas Local Government Code § 252.021, the formal competitive proposal (RFP) method may also be used to purchase other items more typically bid through the competitive sealed bid process when the Finance Department determines it is in the best interest of the City.

20.2 PROCEDURES

Competitive Sealed Bid: When the need for a good or service costing more than \$50,000 is identified, the user department should immediately contact the Engineering Department for assistance in developing the specifications. The specification should be comprehensive and broadly defined to allow for maximum competition.

RFP: When the need for the goods or services (greater than \$50,000) is identified, the user department should immediately contact the Engineering Department for assistance in defining the requirements to be used for the solicitation.

A. Purchase Requisition

A written memo submitted to the Finance Coordinator and signed by the Director, or Department Head, or a direct e-mail from the Director, or Department Head, serves as the initial purchase requisition for goods or services. The memo or e-mail must include the budget line items from which the purchase is funded or an explanation about how funding is obtained before the Finance Department will proceed with the preparation of the competitive solicitation.

Requirements or specifications should be attached to the memo and forwarded electronically to the Finance Coordinator as well as the City Secretary.

The Finance Department will not proceed with a purchase unless:

1. The appropriate budget line item includes sufficient unencumbered funds for the purchase; or
2. The Finance Department verifies that funds are available through budget transfers; and
3. The Director, or Department Head of the user department has approved the proposed requirements or specifications prepared or as revised by the Finance Department.

B. Notice

Once the specifications and requirements have been finalized and approved by both the Finance Director and the Department Director, the City Secretary sets a date for opening the

bids/proposal and a separate date to present it for award to the City Commission. The City Secretary then publishes a notice of the proposed purchase that complies with the requirements in Texas Local Government Code § 252.041.

As per Section 252.041, the notice of a proposed purchase must be published at least once a week in a newspaper published in the municipality. The date of the first publication must be before the 14th day before the date set to publicly open the bids and read them aloud. If necessary, advertising time can be extended, but in no event can the time for publication be shortened to less than 15 days. The notice must include:

1. The specifications (requirements) describing the goods and services to be purchased, or a statement of where the specifications (requirements) may be obtained.
2. The precise time and location for submission and public opening solicitations, along with the name and address of the City Secretary to whom the paper solicitations should be directed; and
3. The type of bond required from the vendor, if applicable.
4. If unit pricing is required, City must specify approximate quantities, estimated on the best available information.
5. If the solicitation is for high-technology goods and services, IT must review it before it is advertised.

C. Amendment of Solicitation

The Director of the user department may extend the proposal opening date on the notice of a solicitation if an error is discovered or if the nature of the goods or services requires an extension. They may also amend a solicitation:

1. If inquiries about the meaning indicate the need for an amendment to clarify its original intent or to correct clerical errors; and
2. If the amendment does not change the general scope.

There should be no less than 48 hours between the date of the amendment and the opening date in the notice. If there are less than 48 hours, the opening date should be extended to allow for a minimum of 48 hours between the date of the amendment and the opening date in the notice.

D. Pre-Bid/Proposal Meeting

The user department may invite potential vendors to attend a pre-bid (pre-proposal) meeting to discuss contract requirements and answer vendor questions. The Engineering Department manages any pre-bid (pre-proposal) conference and requests that the user department makes staff available to answer questions at the meeting.

E. Receipt of Bids

To ensure identification, security, and confidentiality of bids, the following procedures are adhered to:

1. The City Secretary receives all bids as specified by the bid packet. Bids are not accepted after the opening time on the day of bid opening. All responses offered after the opening time are returned unopened to the vendor with a letter, or a cover email (in the case of an electronic submission), from the Procurement Services Manager or designee to the vendor explaining that the submitted response arrived after the due

date and time and was therefore not considered.

2. All bids must be submitted in a sealed envelope with the bid/proposal number and title to which it responds printed on the outside of the envelope.
3. The City Secretary stamps the date and time a bid is received.
4. After bid is received, the City Secretary will provide a secure place to hold the bids until the opening date. Bids are only accepted if sealed. Bids remain sealed until the Engineering Department opens them in a public forum at the advertised date and time.

F. Public Opening of Bids/Proposals

Competitive Sealed Bid: The City Engineer, or designee, publicly opens bids, reads aloud at the date, time, and place specified in the notice. The City Secretary will act as the recorder of all information that is read at the bid opening and will publicly confirm that all information was read completely and truthfully. Preliminary tabulations are provided to the public upon request. Disclosure of trade secrets and confidential proprietary information contained in bid responses, if any, obtained from a vendor is subject to the provisions of the Texas Public Information Act.

RFP: The City Engineer, or designee, publicly opens and documents sealed proposals, at the date, time, and place specified in the notice.

Proposals are opened to avoid disclosure of contents to competing proposers and are kept secret during the process of negotiation. All proposals that have been submitted are available and open for public inspection after the contract is awarded. Disclosure of trade secrets and confidential proprietary information contained in proposals obtained from a vendor is subject to the provisions of the Texas Public Information Act.

G. Evaluation

Competitive Sealed Bid: The requesting department is solely responsible for reviewing the specifications offered in each bid to ensure the specifications meet the bid requirements. Bids are evaluated based on the following:

1. The purchase price.
2. The reputation of the bidder and the bidder's goods or services.
3. The quality of the bidder's goods or services.
4. The extent to which the goods or services meet the municipality's needs.
5. The bidder's past relationship with the municipality.
6. The safety record of the bidder (when allowed under Tex. Loc. Gov't Code § 252.0435).
7. The impact on the ability of the municipality to comply with laws and rules relating to contracting with HUBs and non-profit organizations employing persons with disabilities.
8. The total long-term cost to the municipality to acquire the bidder's goods or services; and
9. Any relevant criteria specifically listed in the request for bids or proposals.

H. Recommendation

The requesting department must provide the bid tabulation form as well as a written Recommendation Letter to the City Secretary to be included in the agenda packet. It is the responsibility of the requesting department to answer any questions regarding the recommendation by the City Commission. The Governing body may reject any and all bids.

When the lowest priced bid is not the best bid, based on value or responsibility of bidder, clear justification for not selecting the lowest bid must be documented.

RFP: The requesting department supervises the evaluation process. departments, if applicable. The RFP must specify the relative importance of price and other evaluation factors; the relative weight of each factor must be stated. Evaluators may only use the specified factors in evaluating the proposals.

The requesting department director, or designated representative, supervises all negotiations. Departments that contact proposers without coordinating with the Finance Department risk jeopardizing the integrity of the City procurement process.

I. Contract Award

Competitive Sealed Bid: The requesting department recommends contract award to City Commission. The City Commission may either:

1. Awards the contract; or
2. Rejects all bids and publishes a new notice if the goods or services are still needed.

After City Commission approves the contract, the City Secretary, or designee issues a Notice of Contract Award. This notice and the Contract Documents identified in the original solicitation form the complete contract. A complete original contract is maintained in the City Secretary's Office. A copy will be distributed to the requesting department.

RFP: The award of the contract is made by City Commission to the responsible proposer, whose proposal is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other evaluation factors in RFP. Negotiations are instituted with the highest-ranked proposer. If an agreement is not successfully negotiated with the highest-ranked proposer, those negotiations are formally ended and negotiations commence with the next highest-ranked proposer and so forth until an agreement can be successfully negotiated. Failed negotiations are not subject to renewed discussion.

State of Texas Statutes

1. Texas Local Government Code, Chapter 252, 253, 271
2. Texas Government Code, Chapter 552, 791, 2251, 2252, 2253, 2254, 2258, 2269
3. Texas Labor Code, Chapter 406
4. Texas Insurance Code, Chapter 1811

The following definitions are included as a reference and are used in the federal, state, and local purchasing statutes and policies.

Addendum: An addition, change, or supplement to a solicitation document issued prior to the opening date.

Advertise: To make a public announcement of the intention to purchase goods or services.

Agency: The City of Pampa or another governmental office/entity.

Amended: A status change to an RFP, IFB, RFO, RFI, RFQ, or contract that indicates a modification to that document.

Amendment: Written addition or change to a contract.

Assignment: Transfer of contractual rights from one party to another party.

Best Value: Factors to be considered in determining the lowest overall cost and value in making certain purchases.

Bid: An offer to contract with the City, submitted in response to a bid invitation.

Bid Bond: A deposit required of bidders to protect the City in the event a low bidder attempts to withdraw its bid or otherwise fails to enter into a contract with the City. Acceptable forms of bid deposits are limited to a cashier's check, certified check, or irrevocable letter of credit issued by a financial institution subject to the laws of Texas and entered on the United States Department of the Treasury's listing of approved sureties; a surety or blanket bond from a company chartered or authorized to do business in Texas.

Bid Opening: The public opening of bids, in which the names of the bidders responding to a bid solicitation and prices of the bidders are publicly read and recorded.

Bid Tabulation: The recording of bids and bid data submitted in response to a solicitation. The bid tabulation is used for comparison, analysis, and record keeping.

Bidder: An individual or entity that submits a bid. The term includes anyone acting on behalf of the individual or other entity that submits a bid, such as agents, employees, and representatives.

Bidders List: A list of potential vendors who have expressed an interest in doing business with the city.

Bond: A document providing evidence of obligation issued in temporary or definitive form

Change Order: A document that is used when it becomes necessary that amends, clarifies, changes, or cancels contract issues and/or provisions.

Centralized Master Bidders List (CMBL): The CMBL is a list maintained by the Texas Comptroller of Public Accounts (CPA) containing the names and addresses of prospective bidders.

Competitive Sealed Bidding: Process of advertising an invitation for bids (ITB), conducting a public bid opening, and awarding a purchase order/contract to the lowest responsive, responsible bidder in accordance with state law.

Competitive Sealed Proposals: Process of advertising a request for proposal (RFP), the evaluation of submitted proposals, and awarding of the contract.

Consultant: A person that provides or proposes to provide a consulting service.

Consulting Services: The practice of studying and advising the city.

Contract: A written agreement where a contractor provides goods or services, and the agency pays for such goods and services in accordance with the established price, terms, and conditions.

Contract Administration: This generally refers to the processes that occur after a contract is signed.

Contract Management: This refers to the entire contracting process from planning through contract administration.

Contract Manager: A person who is: 1) employed by the City, 2) has significant contract management duties.

Contractor: A business entity or individual that has a contract to provide goods or services to the City. Used interchangeably with the term "vendor."

Deliverable: A unit or increment of work required by the contract, including such items as goods, services, reports, or documents.

Emergency: A purchase made when unforeseen and/or a sudden unexpected occurrence creates a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Goods: A transportable article of trade or commerce that can be bartered or sold. Goods do not include services or real property.

Historically Underutilized Business (HUB): A minority or women-owned business that holds 51% ownership in the business.

Independent Contractor: A person working for an entity under contract and not an employee of the contracting entity. The contracting entity does not pay unemployment, disability, or worker's compensation insurance or withholding taxes from payments to the person. An independent contractor normally follows the contracting agency's direction on the results of the work but not on the means of accomplishing the work.

Invitation to Bids (ITB): The procurement process is used when the requirements are clearly defined, negotiations are not necessary, and price is the major determining factor for selection. The ITB uses the competitive sealed bid method.

Liquidated Damages: A specified contract provision that entitles the City to demand a set monetary amount determined to be a fair and equitable repayment to the City for loss of service due to the vendor's failure to meet contract requirements.

Negotiations: A consensual bargaining process in which the parties attempt to reach an agreement on a disputed or potentially disputed matter. In a contractual sense, negotiation means the "dealings conducted between two or more parties for the purpose of reaching an understanding."

Opening Date: The day and time, after submission of proposals, when sealed bid responses are opened.

Owner: The City of Pampa.

Payment Bond: A bond executed in connection with a contract that secures the payment requirements of the contractor.

Performance Bond: A surety bond that provides assurance of a bidder's performance of a certain contract.

Professional Services: Services directly related to professional practices as defined by the Professional Services Procurement Act. These include services within the scope of the practice of accounting, architecture, optometry, medicine, land surveying, and professional engineering. Services provided by professionals outside the scope of their profession, e.g., management consulting services provided by accounting firms, are not considered professional services.

Proposal: An executed offer submitted by a respondent in response to a Request for Proposals (RFP) and intended to be used as a basis to negotiate a contract award.

Proposal Opening: The public opening of proposals, in which the names of the respondents to a solicitation are publicly read and recorded. No prices are divulged at a proposal opening as these types of solicitations are subject to negotiation.

Proprietary Purchase: A purchase request of a product that is proprietary to one vendor and does not permit an equivalent product to be supplied.

Renewal: When an existing contract is renewed for an additional time period in accordance with the terms and conditions of the original contract.

Request for Information (RFI): A general invitation to contractors requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for the preparation of a solicitation.

Request for Proposal (RFP): A solicitation requesting submittal of a proposal in response to the required scope of services and usually includes some form of a cost proposal. The RFP process allows for negotiations between a proposer and the issuing agency.

Request for Qualifications (RFQ): A solicitation document requesting submittal of qualifications or specialized expertise in response to the scope of services required. No pricing is solicited with an RFQ.

Request for Quote (RFQ): An informal solicitation document requesting pricing on small-dollar purchases.

Responsive: The respondent has complied with all material aspects of the solicitation document, including the submission of all required documents.

Respondent: An entity submitting a proposal in response to a solicitation. (See Bidder)

Responsible: The respondent has the capability to fully perform and deliver in accordance with the contract requirements. The City may include past performance, financial capabilities, and business management as criteria for determining if a bidder or proposer is capable of satisfying the contract requirements.

Service: The furnishing of labor by a contractor which may not include the delivery of a tangible end product.

Solicitation: A document requesting the submittal of bids or proposals for goods or services in accordance with the advertised specifications.

Solicitation Conference: A meeting chaired by state agency personnel which is designed to help potential bidders/respondents understand the requirements of a solicitation. Also known as a pre-bid or proposal conference.

Specification: Any description of the physical or functional characteristics or of the nature of supplies or services to be purchased. It may include a description of any requirements for inspecting, testing, or preparing supplies or services for delivery.

Statute: A law enacted by a legislature.

Strategic Sourcing: A concept of purchasing with the objective to purchase goods or services that will minimize costs, increase managerial effectiveness and improve operational efficiency.

Surety: A person or entity providing a bond to a contractor to indemnify the City against all direct and consequential damages suffered by a failure of the contractor to perform the contract and to pay all lawful claims of subcontractors, materials and suppliers, and laborers as applicable.

Term Contract: A Contract that addresses the estimated requirements for a number of agencies for supplies or services that are used repeatedly or in significant quantities over a period of time. Also known as an annual contract.

Vendor: A business entity or individual that has a contract to provide goods or services to the City. Used interchangeably with the term “contractor.”

The following is a list of acronyms frequently used in the Procurement industry.

CM:	Contract Management
COOP:	Cooperative Purchasing Program
CSB:	Competitive Sealed Bid
CSP:	Competitive Sealed Proposal
DBE	Disadvantage Business Enterprise
GSA:	General Services Administration (Federal)
HUB:	Historically Underutilized Business
ITB:	Invitation to Bid
ITQ:	Invitation to Quote
M/WBE:	Minority/Women Business Enterprise
REQ:	Requisition
RFI:	Request for Information
RFP:	Request for Proposal
RFQ:	Request for Qualifications
SOW:	Statement of Work
SOQ:	Statement of Qualifications

APPENDIX D:**CHOOSING A PROCUREMENT METHOD**

Procurement Method	Use When	Advantages	Disadvantages
Invitation to Bid	Lots of competition exists. The product or service is available from more than one source.	Award process is simpler. Award is made to the lowest responsive, responsible bidder providing the best value to the state.	Defined specifications may be difficult to develop. Does not encourage innovative solutions
Request for Proposal	When factors other than price are evaluated. When negotiations are desired. Vendor is expected to provide innovative ideas.	Allows factors other than price to be considered. Allows for customized proposals suggesting different approaches to the same business need. Allows for negotiations in order to obtain the best value for the state.	Lead times for Procurement are much greater. Evaluations are more complex and subjective.
Request for Information	There is insufficient information to write specifications for any procurement method.	Provides information to prepare a complete bid or proposal document. Allows the business community to have input into the agency's solicitation document based on current industry practices and market factors. Informs the agency of any potential problems early in the Procurement.	
Request for Qualifications	Selection is made solely on the skills and qualifications of the contractor. Price is not a factor until after a vendor is selected.	Emphasizes the competency of the proposed contractors.	Contractor is selected before the price is negotiated.

Table courtesy of the State of Texas Contract Management Guide version 1.10.

APPENDIX E:**SAMPLE LEAD TIMES****SAMPLE LEAD TIME FOR A COMPLEX PROJECT**

Task	Suggested Lead Time from Start of Contract Date	Example
Begin Preparation of Specification and contract.	180 days	March 1
Final approval of Specifications	150 days	April 1
Advertise and Issue Solicitation (Bid/RFP/RFQ)	120 days	May 1
Receipt of Responses	90 days	June 1
Evaluation of Responses	5 – 30 days	July 1
Contract Negotiation	30 days	August 1
Commission Award	10 days	August 10
Contract Execution - City	3-10 days	August 20
Contract Execution / Bonding	Minimum 10 days	August 30
Contract Begins		September 1

APPENDIX F:**AUCTION PROCEDURES****AUCTION PROCEDURES**

	Steps	Responsibility
1	Identify surplus property & Send to Finance Coordinator	Department Head or designated employee
2	Notify all departments of the availability of the surplus property. <ul style="list-style-type: none">Email to all departments/usersAllow a minimum of seven days	Finance Coordinator
3	If a department is interested, complete the City's Surplus Property Form and submit it to Finance. <ul style="list-style-type: none">Requesting department must pick up the equipment within seven days.	Finance Coordinator
4.	If there is no interest <ul style="list-style-type: none">Complete Disposition form and send it to Finance	Finance Coordinator
5	Procurement will determine the best method of disposal through: <ul style="list-style-type: none">AuctionTrade-InRecyclingDonationDestruction	Finance Coordinator & Department Head or designated employee

AUCTION

	Steps	Responsibility
6	Prior to Sale: Department must remove all City of Pampa identification, markings, or equipment (logo, department numbering, equipment that will be used on other equipment, etc.)	Designated Department Employee
7	Move item to a secure location	Designated Department Employee
8	Take pictures and submit them to designated employee <ul style="list-style-type: none">For vehicles & equipment, take a minimum of four pictures (one on each side).Additional pictures of the inside, damage to exterior or interior, etc.The more information/pictures provided will help with the sell and fewer questions will be generated by the public.	Designated Department Employee
9	Create a log with the identification, location, value, and date.	Finance Coordinator &/or designated employee
10	Proceed with auction. Auctions will be completed quarterly or sooner, IF needed.	Finance Coordinator &/or designated employee
11	Receive funds and closeout auction.	Finance Coordinator &/or designated employee

DESTRUCTION/RECYCLING (IT Equipment)

	Steps	Responsibility
1	Confirm items are eligible for destruction.	Information Technology
2.	Complete the destruction form	Finance Coordinator
3.	Send the form to vendor and Procurement.	Finance Coordinator
4	Copy procurement on all correspondence.	Finance Coordinator
5	Instruct dept to destroy or recycle	Finance Coordinator

UNCLAIMED, SEIZED OR LOST PROPERTY

	Steps	Responsibility
1	Confirm items are eligible for sale	Designated Department Employee
2	For Lost and Unclaimed Property, provide documentation that all internal policies have been followed.	Designated Department Employee
3.	For Seized property, provide a copy of the Court Order which indicates the property has been awarded to the City of Pampa.	Police Department
4.	Follow auction procedures	

INSURANCE

The table below depicts the minimum standards.

	City of Pampa Minimum Insurance Requirements Summary							
Agreement Type	General Liability	Auto	Work. Comp.	Employers Liability	Prof. Liability	Installation Floater	Builder's Risk	Garage Liability
General Contract-Services	X	X	X	X				
Personal Services	X	X	X					
Professional Services	X	X	X	X	X			
Construction	X	X	X	X		X	X	
Garage Operations	X	X	X					X
Special Events	X	X	X					
Min Coverage Amounts								
Minimum Standard Limit	\$1M Per Occurrence \$2M Aggregate	\$1M Combined Single Limit	Texas Statutory	\$500K Accident \$500K Employee \$500K Limit	\$1M Per Occurrence \$2M Aggregate	100% Project Completed Value	100% Project Completed Value	Total Value of Vehicles
Additional Coverages (in addition to standard requirements based on agreement type unless noted)								
Construction Contracts	Employers Liability Limit: \$1M/\$1M/\$1M; CGL Limit: \$2M per occurrence and \$4M aggregate							
Garbage Collection Service	CGL Limit: \$5M per occurrence and \$10M aggregate; Auto Limit: \$5M Combined Single Limit							
Pollution Exposure	\$1M Pollution Liability (or equivalent) - Required for vendors or contractors performing work with pollution exposure.							
Crime Exposure	\$1M Employee Dishonesty (or equivalent) - Required for handling City money and/or securities, credit card processing, etc.							
Railway Exposure	\$1M Railroad Protective Liability (insuring the railroad) - Required if performing work within 50 feet of a railway.							
Liquor Exposure	\$1M Liquor Liability - Required for vendors who sell or distribute liquor.							
Cyber Exposure	\$1M Cyber Liability (or equivalent) - Required for vendors with access to City networks or handle sensitive data.							
Footnotes:	(1) Waiver of subrogation shall be provided with the Workers' Compensation coverage. (2) The City shall be covered as additional insureds on the GL and Auto policies. (3) Policies of insurance shall not be canceled without a 30-day notice to the City. (4) Insurance carriers must meet A.M. Best financial rating of A-VI or better. (5) Combination of primary or excess policies that meet the required limits is acceptable. (6) Agreements may require additional coverage and/or higher limits at the City's discretion.							

City of Pampa
Procurement Card Policy
Acknowledgement and Employee Agreement

I, (printed name) _____ on this the ____ day of _____, 20____, hereby acknowledge that I have received a copy of the CITY's Procurement Card Policy (the "P-Card Policy"). I have read the P-Card Policy, I understand its provisions and I have had the opportunity to ask questions during training concerning proper use of CITYP-Cards. I affirm that my questions regarding the P-Card Policy, if any, have been answered to my satisfaction.

I understand that I am being entrusted as a responsible agent of the CITY with the privilege and use of a P-Card, and as such, I acknowledge my acceptance of the P-Card Policy by my commitment to abide by it in its entirety. I agree to use the Card for authorized purchases in compliance with the P-Card Policy and I understand that improper use of the P-Card may result in revocation of the P-Card, other progressive disciplinary action, termination of my employment, or a combination thereof.

I hereby authorize the CITY to deduct from my salary in an amount equal to the total of any transaction(s) the subject of P-Card misuse or abuse; I understand that, as a Cardholder, I bear the burden of proof to show and prove that the items purchased with a P-Card issued to me were made in compliance with the P-Card Policy.

I further understand that my P-Card may be suspended or revoked at any time and for any reason by the System Administrator. I agree to immediately surrender my P-Card to the Program Administrator upon request or in the event that I am no longer employed by the CITY, whether by voluntary separation or termination.

BY MY SIGNATURE BELOW, I STATE AND AFFIRM THAT I HAVE READ THE FOREGOING AND THAT I UNDERSTAND ITS CONTENTS. I FULLY UNDERSTAND THE CITY'S PROCUREMENT CARD POLICY, ITS PROVISIONS AND MY DUTIES RELATED THERETO AS A CARDHOLDER.

Cardholder Signature

Supervisor Signature

Department

Date

Credit Limit

Single Purchase Limit

City of Pampa
Procurement Card Program
Enrollment Request Form

Prior to actual issuance of a P-Card, employees requesting use of a P-Card must read and receive a copy of the CITY Procurement Card Policy, sign an "Acknowledgement and Employee Agreement" and attend a P-Card training session.

PROPOSED CARDHOLDER NAME

DEPARTMENT

STREET ADDRESS

CITY & ZIP CODE

PHONE NUMBER

E-MAIL ADDRESS

SPECIAL PURCHASING AUTHORITY:

TRAVEL

☐

FOOD

☐

FUEL

☐

(EXPLAIN OTHER, IF NECESSARY) _____

Credit Limit: \$ _____

Single Purchase Limit: \$ _____

IMMEDIATE SUPERVISOR NAME: _____

OFFICE LIAISON NAME: _____

PROPOSED CARDHOLDER

DATE

OFFICE LIAISON

DATE

FINANCE OFFICER

DATE

FOR SYSTEM ADMINISTRATOR USE ONLY:

P-Card Policy furnished to proposed Cardholder? _____ YES

Acknowledgement and Employee Agreement on file? _____ YES

P-Card training attended? _____ YES

CARD #: _____

****This form is to be completed and turned in with a Cardholder's monthly reconciliation statement when the required receipt/invoice/documentation of a P-Card transaction is unavailable or otherwise missing by no fault of the Cardholder. Use this form only as a last resort****

P-Card Purchase

Missing Receipt Form

Employee Name

Department & Title

Vendor Name

Date of purchase

Please provide a detailed description of the goods/services purchased and the circumstances under which they were purchased: _____

Total Receipt Amount: \$ _____
Was tax charged? _____ YES _____ NO

Please provide a detailed description as to why a receipt/invoice/or other proper documentation is not available: _____

As evidenced by my signature below, I hereby certify that the original invoice/receipt/other proper documentation was lost or is otherwise unavailable by no fault of my own, that this claim is true and correct as to every material matter, and that this is a necessary and proper transaction completed in the course of authorized CITY business. Further, I certify that this claim is not, in whole or in part, associated with non-allowable personal charges or any otherwise ineligible transaction according to the CITY's adopted Procurement Card Policy. I understand and realize that furnishing false information for purposes of P-Card monthly reconciliation statements will result in revocation of my P-Card privileges and disciplinary action up to and including termination of my employment.

Cardholder Signature

Supervisor Signature

Date: _____

Date: _____

EMERGENCY PURCHASE VENDOR FORM

EMERGENCIES OCCUR AS THE RESULT OF UNFORESEEN CIRCUMSTANCES AND MAY REQUIRE THE CITY TO MAKE PURCHASES QUICKLY TO PREVENT A HAZARD TO LIFE, HEALTH, SAFETY, WELFARE, OR PROPERTY TO AVOID UNDUE ADDITIONAL COSTS TO THE CITY.

(REQUIRED FOR ALL PURCHASES OVER \$3,000 THAT ARE NOT BEING BID OUT)

FOR P.O. # _____

(CHECK THE APPROPRIATE BOX)

- ☐ A VENDOR IS A STATE CONTRACT VENDOR OR APPROVED INTERLOCAL COOPERATIVE PROGRAM.
- ☐ MACHINERY THAT IS CRITICAL TO THE OPERATION OF THE CITY AND RENDERED OUT OF SERVICE.
- ☐ ACTS OF NATURE (FLOOD DAMAGE, TORNADO, LIGHTING STRIKE, WILDFIRE).
- ☐ IMMEDIATE PROCUREMENT NECESSARY BECAUSE OF PUBLIC DISASTER, TO PROTECT PUBLIC SAFETY OR HEALTH, OR UNFORESEEN DAMAGE TO PUBLIC EQUIPMENT OR PROPERTY.

If none of the above apply, please list:

Detailed reason for the *Emergency* purchase:

Signed by: _____

Date: _____

Approved by: _____

Date: _____

SOLE SOURCE VENDOR FORM

A COMMON SOLE SOURCE EXISTS WHEN A PRODUCT IS ELIGIBLE FROM ONE SOURCE DUE TO A SIGNIFICANT FUNCTIONAL DIFFERENCE BETWEEN THE NEEDED PRODUCT AND OTHER SIMILAR PRODUCTS ON THE MARKET, AND WHEN THE ITEM IS AVAILABLE ONLY FROM ONE VENDOR. THIS OCCURS WITH THE EXISTENCE OF PATENTS, COPYRIGHTS, SECRET PROCESSES, OR NATURAL MONOPOLIES.

ANOTHER COMMON SOLE SOURCE EXISTS WHEN ONE SOURCE OR PRODUCT IS AVAILABLE MEETING THE REQUIREMENTS FOR INTERFACE, INTERCHANGEABILITY, OR REPLACEMENTS PARTS OR COMPONENTS WITH EXISTING CITY MACHINERY, EQUIPMENT, OR PROPERTY.

(REQUIRED FOR ALL PURCHASES OVER \$3,000 THAT ARE CONSIDERED A SOLE SOURCE PURCHASE)

FOR P.O. # _____

(CHECK THE APPROPRIATE BOX)

- ☐ FILMS, DOCUMENTS, OR BOOKS AND LIBRARY MATERIALS WITH EXCLUSIVE DISTRIBUTION RIGHTS.
- ☐ REPLACEMENT PARTS OR COMPONENTS AND/OR SPARE PARTS FOR EQUIPMENT THAT ARE REQUIRED BY WARRANTY/CONTRACT (EX: WARRANTY AGREEMENTS).
- ☐ ITEMS SOLD THROUGH MANUFACTURER ONLY: NO OTHER COMPARABLE UNIT AVAILABLE.
- ☐ SERVICE(S) PROVIDED BY THE VENDOR ARE UNIQUE AND THEREFORE COMPETITIVE BIDS ARE NOT APPLICABLE.

If none of the above apply, please list:

Detailed explanation of the purchase:

Signed by: _____

Date: _____

Approved by: _____

Date: _____



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 5

ITEM/PROJECT:	RESOLUTION R23-022 ECONOMIC DEVELOPMENT AGREEMENT WITH PEDC & CMBL, LLC.
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider approving on first reading Resolution No. R23-022, approving an Economic Development Agreement and forgivable loan/grant from the Pampa Economic Development Corporation to CMBL, LLC.
STAFF CONTACT:	Clay Rice, Executive Director of PEDC
FINANCIAL IMPACT:	See Resolution
SOURCE OF FUNDS:	EDC Grant
START/COMPLETION SCHEDULE:	PEDC Resolutions require 2 reading. Resolution is effective when adopted by Commission after the second reading.
RECOMMENDED ACTION:	Staff recommend Commission approve on first reading Resolution No. R 23-022.
RECOMMENDED MOTION	I make a motion to approve on first reading Resolution No. R23-022 as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Resolution R23-022 and PEDC Notice attached.

RESOLUTION NO. R23-022

A RESOLUTION APPROVING ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE PAMPA ECONOMIC DEVELOPMENT CORPORATION AND CMBL, LLC. AND A LOAN BY THE PAMPA ECONOMIC DEVELOPMENT CORPORATION TO CMBL, LLC.

WHEREAS, the Pampa Economic Development Corporation ("PEDC") has presented a request for approval of an Economic Development Agreement ("the Agreement") between PEDC and CMBL, LLC.; and

WHEREAS, the Pampa EDC has presented a request to make a forgivable loan/grant in the amount of \$30,000.00 to CMBL, LLC tied to the number of new employees CMBL, LLC. hires, as part of the Agreement, upon the terms hereafter set out;

WHEREAS the Agreement will further the objectives of the Pampa EDC and will benefit the Pampa EDC and the inhabitants of Pampa, Texas;

WHEREAS, the Pampa Economic Development Corporation held a public hearing on October 19, 2023, at which no one spoke in opposition;

WHEREAS, the City Commission finds the project will promote new or expanded business enterprises in and near the City of Pampa;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS, THAT:

That the Agreement between the Pampa EDC and CMBL, LLC. be and it is hereby APPROVED; and

That the Agreement between the Pampa EDC and CMBL, LLC. provides as follows:

- 1) The loan is contingent upon the approval of the Economic Development Agreement between Pampa EDC and CMBL, LLC. By the Pampa City Commission.
- 2) If all of the contingent conditions have been met, the Pampa EDC shall loan CMBL, LLC. the sum of \$30,000.00 for a period not to exceed 72 months from the end of the funding quarter. At the end of the first 36 months from the end of the funding quarter, the interest rate of the loan will be established based upon the Prime Rate published by the Wall Street Journal, plus 1%. The remaining principal balance owing on said note shall be amortized over the remaining 36 months payable monthly on the 1st day of each month thereafter until paid in full.
- 3) Any incentive credits received by the Company pursuant to Article IV herein shall be credited to the principal balance owing on the loan. The Pampa EDC shall reimburse the Company if the loan payments result in an overpayment on the loan. Said note shall be personally guaranteed by Benjamin James Campbell and Mayra Cassandra Campbell. There is no security interest reserved in the personal property of Company to secure said note.

- 4) The Company currently has a Baseline Payroll Amount of \$36,000.00, not including Benjamin James Campbell and Mayra Cassandra Campbell. The Company shall receive a full annual credit of \$3,000.00 per Full Time Employee (FTE) for employees who reside within Gray County, Texas and a one-half (1/2) annual credit of \$1,500.00 per Full Time Employee (FTE) who resides outside of Gray County, Texas for payroll over and above the Baseline Payroll Amount of \$36,000.00 during the first 36 months from the end of the funding quarter. An FTE is calculated as equivalent to \$20,800.00 of gross salary paid to eligible employees. Eligible employees shall not include Benjamin James Campbell or Mayra Cassandra Campbell. The first forgiveness calculation will be prepared 12 months from the end of the funding quarter.

This Resolution shall take effect immediately from and after its passage at a second separate reading.

This Resolution is read and adopted at meetings that were open to the public and notice of the time, place and purpose of said meetings was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

INTRODUCED, READ AND APPROVED by the City Commission of the City of Pampa, Texas at first reading on the 13th day of November 2023.

READ, APPROVED AND ADOPTED by the City Commission of the City of Pampa, Texas at second reading on the 27th day of November 2023.

CITY OF PAMPA

By: _____
Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney

Public Notice: CMBL, LLC.

Notice is hereby given that a public hearing will be held by the Pampa Economic Development Corporation on Oct 19, 2023, at 5:00 p.m., at the Pampa Economic Development Building, 200 N. Ballard, Pampa Texas to discuss a grant/loan to CMBL, LLC. in the amount of \$30,000.00, upon the following terms:

3.1. The Pampa EDC agrees to loan the Company the sum of \$30,000.00 upon the following terms:

- 1) The loan is contingent upon the approval of the Economic Development Agreement between Pampa EDC and CMBL, LLC. by the Pampa City Commission.
- 2) If all of the contingent conditions have been met, the Pampa EDC shall loan the Company the sum of \$30,000.00 for a period not to exceed 72 months from the end of the funding quarter. Said loan shall bear no interest for the first 36 months from the end of the funding quarter. At the end of the first 36 months from the end of the funding quarter, the interest rate of the loan will be established based upon the Prime Rate published by the Wall Street Journal, plus 1%. The remaining principal balance owing on said note shall be amortized over the remaining 36 months payable monthly on the 1st day of each month thereafter until paid in full.
- 3) Any incentive credits received by the Company pursuant to Article IV herein shall be credited to the principal balance owing on the loan. The Pampa EDC shall reimburse the Company if the loan payments result in an overpayment on the loan. Said note shall be personally guaranteed by Benjamin James Campbell and Mayra Cassandra Campbell. There is no security interest reserved in the personal property of Company to secure said note.
- 4) The Company currently has a Baseline Payroll Amount of \$36,000.00, not including Benjamin James Campbell and Mayra Cassandra Campbell. The Company shall receive a full annual credit of \$3,000.00 per Full Time Employee (FTE) for employees who reside within Gray County, Texas and a one-half (1/2) annual credit of \$1,500.00 per Full Time Employee (FTE) who resides outside of Gray County, Texas for payroll over and above the Baseline Payroll Amount of \$36,000.00 during the first 36 months from the end of the funding quarter. An FTE is calculated as equivalent to \$20,800.00 of gross salary paid to eligible employees. Employees shall not include Benjamin James Campbell or Mayra Cassandra Campbell. The first forgiveness calculation will be prepared 12 months from the end of the funding quarter.

- 5) In the event that the Company defaults on the payment of any obligation or installment due to Pampa Economic Development Corporation under the terms of the promissory note, Pampa Economic Development Corporation shall have the right to withhold any incentive credit payments owing to Company, under the terms of this Economic Development Agreement between the Pampa Economic Development Corporation and CMBL, LLC. Pampa Economic Development Corporation shall have the right to apply any such withheld incentive credit payments to the balance owing on this Note.

This notice is published pursuant to the sixty (60) day notice requirement set forth in Section 505.160 of the Texas Local Government Code.



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 6

ITEM/PROJECT:	ORDINANCE NO. 1795 - REVISING PERSONNEL AND POLICIES MANUAL
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider approving on first reading Ordinance No. 1795, revising the City of Pampa's Policies and Procedures Manual.
STAFF CONTACT:	Theresa Daniels, Finance & HR Director
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Ordinance effective when adopted by Commission on second and final reading.
RECOMMENDED ACTION:	Staff recommends Commission approve Ordinance No. 1795.
RECOMMENDED MOTION	I make a motion to approve on first reading Ordinance No. 1795, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Ordinance 1795 and revised policies attached.

ORDINANCE NO. 1795

AN ORDINANCE OF THE CITY OF PAMPA, TEXAS, REVISING SECTIONS 4.01, 4.03, 4.06, 4.17, 5.01, 6.06, 6.13, 7.06, AND 9.02 OF THE CITY OF PAMPA'S PERSONNEL POLICIES AND PROCEDURES, ALSO REFERRED TO AS THE POLICY MANUAL, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Pampa, Texas has previously passed an Ordinance adopting the City's revised personnel policies and procedures; and

WHEREAS, it is necessary to amend certain provisions of the City's personnel policies and procedures;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS:

Section 1.

That Sections 4.01 Work Periods, 4.03 Overtime and Comp Time, 4.06 Holiday Leave, 4.17 Injury Leave, 5.01 Timekeeping, 6.13 Commercial Driver's License, 6.06 Salary Continuation, 7.06 Modified Duty, and 9.02 Social Media, of the City of Pampa's Personnel Policies and Procedures, also referred to as the Policy Manual, as revised and attached hereto and made a part hereof by reference as if set forth in full herein, are hereby adopted and approved.

Section 2.

Any personnel matter currently pending upon appeal shall not be affected by the adoption of these new policies and procedures but shall be determined under the policies and procedures existing at the date of inception of the appeal process.

Section 3.

This ordinance shall be effective upon its final passage and enforceable ten (10) days after its publication.

INTRODUCED, PASSED, AND APPROVED on its first reading this 13th day of November 2023.

PASSED, APPROVED, AND ADOPTED on its second and final reading this 27th day of November 2023.

CITY OF PAMPA, TEXAS

By: _____
Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney

Chapter 4: Attendance and Leave

4.01 Work Periods

Effective Date: 2/1/2018

Revision Date: 8/5/2019

PURPOSE:

To describe work periods for City of Pampa employees.

POLICY:

A. Hours of Operation

The hours during which City offices and departments shall be open for business shall be determined by the City Manager.

B. Work Day/Week

A work day is any twenty four (24) hour period beginning at 12:01 a.m. and ending at 12:00 midnight. The workweek for all employees (except some police and fire personnel) begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on the following Friday. The beginning and ending of the workweek is subject to change by the City Manager.

C. Work Schedules

The usual and customary work schedule for a full-time, non-exempt employee, except police officers and firefighters, is forty (40) duty hours in each workweek and eight (8) hours in each workday. With the written approval of the City Manager, Department Heads may establish alternate work schedules in their departments.

Pursuant to Section 207(k) of the FLSA and 29 CFR Part 553, the City has adopted the following work schedules for eligible firefighting and law enforcement personnel. Firefighting personnel assigned to shift duty shall work a recurring twenty-eight-day (28) **work cycle**. The **work cycle** shall begin at 7:00 p.m. and conclude at 7:00 p.m. twenty-eight days later. Patrol officers assigned to shift duty within the Police Department may work a recurring fourteen (14) day work period with twelve-hour shifts, beginning at 6:00 a.m. and concluding at 6:00 a.m. fourteen days later, or a forty (40) hour, eight (8) hour per shift workweek. These work periods **and work cycles** will align with the City's regular pay period cycle. These work periods will align with the City's regular pay period cycle.

D. Approval for Alternate Work Hours or Work Site

Non-exempt employees must have prior approval from their Department Head and Division Director before performing work at a location other

than the customary workplace (*i.e.* home) or work which exceeds their scheduled hours of work.

The Division Director is responsible for documenting their approval of alternative work arrangements with non-exempt employees by forwarding a copy of the agreement to the Human Resources Department. Employees who violate this section will be subject to disciplinary action, up to and including termination.

E. Hours Worked

Hours worked shall be any time an employee is “required or permitted to work” for the City in any job related capacity at any locations where the City’s business is performed and includes approved overtime.

F. Pay Period

A pay period is designated for accounting purposes only and refers to a period of two (2) workweeks. All employees are paid biweekly with normal paydays occurring every other Friday. Exceptions to paydays may occur due to City-observed holidays and official City closures.

4.03 Overtime and Comp Time

Effective Date: 2/1/2018

Revision Date:

PURPOSE:

To provide a consistent policy governing overtime work in accordance with the Federal Labor Standards Act.

POLICY:

Overtime is time worked in addition to an employee’s regularly scheduled hours during a work cycle. Overtime is only paid on actual hours worked. No paid leave of any kind counts towards the overtime calculation. It is the general policy of the City to hold overtime to an essential minimum. Employees who are exempt from FLSA are not eligible for overtime pay or compensatory time off. Exempt and non-exempt positions are listed in the current classification and pay plan of the City.

A. Eligibility for Overtime

Employees are expected to not work overtime unless clearly instructed or requested by an authorized supervisor, who approves of the overtime in advance.

1. In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a

rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek OR equivalent in compensatory time off.

2. Police officers and shift firefighters may have a different workweek schedule than the regular 40-hour work cycle. Firefighting personnel assigned to twenty eight (28) day work cycle shall be paid on an overtime basis for time worked in excess of 212 hours within the work cycle. Patrol officers within the Police Department may work a recurring fourteen (14) day work period with twelve-hour shifts, which align with the City's regular pay period cycle or a forty (40) hour, eight (8) hour per shift workweek. Officers assigned to the fourteen (14) day work period shall be paid on an overtime basis for time worked in excess of 86 hours within the work period. Overtime shall be authorized when submitted in compliance with this policy and applicable departmental regulations.
3. Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

4.06 Holiday Leave

Effective Date: 2/1/2018

Revision Date: 02/13/2023

PURPOSE:

To identify the City's observed holidays and to establish the procedures used for holiday pay.

POLICY:

Holiday leave will be provided immediately upon assignment to the designated eligible employment classification. Paid time off for holidays will not be counted as time worked for the purposes of determining overtime.

Eligible employment classification for Holiday Leave:

- Full-time employees – accrued as holiday occurs
- Police Patrol Division and Fire Personnel – receive 156 hours January 1 or prorated according to hire date.

A. Observed Holidays

The City of Pampa observes thirteen (13) holidays during the year. The holidays and dates observed are:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Presidents Day	Third Monday of February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Selected by Employee

*

B. Holiday Pay

Holiday pay will be calculated based on the employee's pay rate as of the date of the holiday. Full-time employees of the City will receive holiday pay equal to one full shift per observed holiday. Police Patrol Division and Shift firefighters will receive 12 hours of holiday pay for each observed holiday.

A new employee whose first scheduled day is the day after a holiday shall not be paid for that holiday. An employee must work the day before and the day after the holiday to receive holiday pay. Employees in an authorized paid leave status will receive holiday pay.

C. Holidays on a Day Off

1. **On the Weekend:** A recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized holiday that falls on a Sunday will be observed on the following Monday.
2. **During Vacation Leave:** Holidays that occur during a scheduled paid vacation time will be paid as holidays and will not be charged as vacation.
3. **Out of pay status:** If an employee is off-without-pay due to suspension or other out of pay status on the day previous, day of, or day after the observed holiday, the employee is not eligible for a paid holiday.
4. **Due to Occupational Disability:** If an employee is off due to a workers' compensation injury or illness, the employee will receive only their normal workers' compensation and will not accrue credit for a holiday.

5. **On regular day off:** If an employee's regular day off falls on a holiday, the department may compensate the employee in one of the following ways:

- a. The employee may be paid an additional eight (8) hours.
- b. The employee may schedule another day off from their regular assigned work schedule.

D. Working on the Holiday

As many employees as possible shall be given each holiday off without loss of pay. Employees who, because of the nature of their work cannot be given time off shall receive holiday pay (one and one-half times their regular rate of Pay) in addition to their regular rate of pay for the actual time worked or have their holiday rescheduled at a later date – Except Fire and Police Patrol Division Personnel For example: If an employee works 8 hours on Christmas day, the employee will receive regular pay for the 8 hours worked and regular pay for the 8 hours of holiday pay.

E. Floating Holiday

In addition to the twelve (12) recognized holidays, employees receive one (1) floating holiday each calendar year. The floating holiday must be scheduled with prior approval of the employee's supervisor and may not be used in less than one eight (8) hour increment. Employees who leave employment with the City will not be paid for an unused floating holiday, nor may they schedule the floating holiday after their resignation has been submitted. Employees wishing to observe days other than the City's observed holidays may use the Floating Holiday or request Vacation Leave. In accordance with Section 142.0013(c) of the Texas Local Government Code, a firefighter shall be granted the same number of vacation days and holidays, or days in lieu of vacation days or holidays, granted to other municipal employees, at least one of which shall be designated as September 11th. For firefighters, the Floating Holiday shall be designated as September 11th Holiday.

4.17 Injury Leave	Effective Date: 2/1/2018 Revision Date:
--------------------------	--

PURPOSE:

To establish a procedure for an employee to receive time off due to an injury.

POLICY:

Injury absence is time allowed to an injured employee to recover from a work-related injury. Injury absence does not include sick or vacation leave. FMLA and modified duty will run concurrent with injury absence.

A. On the Job Injury

1. Less Than Eight (8) Days

Eligible employees absent due to an on-the-job injury for under eight (8) calendar days will be placed on injury leave.

2. Over Seven (7) Days

Injury leave becomes workers' compensation injury leave. Employees absent due to an on-the-job injury over seven (7) calendar days will receive compensation in accordance with the Texas Workers' Compensation Act and the City's Salary Continuation Policy if eligible. See Salary Continuation Policy (Section 6.06).

B. Leave Accrual during Injury Absence

Employees shall continue to accrue vacation and sick leave at their regular rate while on paid injury absence.

C. Employees Ineligible for Salary Continuation

Employees who are not eligible to receive salary continuation may use their accrued sick and vacation in accordance with the Salary Continuation Policy and the City's vacation and sick leave policies. Upon exhausting injury absence, employees may use their remaining accumulated sick and vacation leave, as well as any accumulated compensatory time. Sick and vacation leave balances will be deducted at a rate of one lost day due to injury to one day deducted from accumulated sick or vacation leave.

D. Modified Duty

For each incident, modified duty may not exceed three months or 90 calendar days, except for Fire and Police personnel. Fire and Police modified duty may continue for a minimum of one year. Please see the Modified Duty Policy (Section 7.06) for more information. Modified duty will run concurrent with injury absence.

E. Exhaustion of Leave and Modified Duty

Upon exhaustion of injury absence, available modified duty, and all accumulated sick or vacation leave, the employee will be given a non-disciplinary separation if he or she is still unable to perform the essential functions of his or her job.

F. Extension

The City Manager may, after all leave is exhausted, authorize an extension

of injury absence under exceptional circumstances and in cases where a full-duty work release is anticipated. Absent the City Manager's written approval, no employee's injury absence may be extended. Employees not eligible to receive salary supplement will not be considered for an injury absence extension. To qualify for injury absence extension, the City Manager will consider the following:

1. Employee longevity
2. Work record
3. Recommendation of Division Director and Department Head

Chapter 5: Payroll

5.01 Timekeeping

Effective Date: 2/1/2018

Revision Date:

PURPOSE:

To define time worked and not worked, and to outline the City's timekeeping procedures.

POLICY:

A. Overtime Exemption Status

1. Exempt

An employee exempt from minimum wage and overtime provisions of the Fair Labor Standards Act: Some executive, administrative, and professional employees are exempt from the requirements of the FLSA that provide overtime pay standards. These exemptions are generally based on the pay, responsibility, discretion, independent judgment and decision-making authority required in the job. Exempt employees are not eligible to receive overtime pay.

2. Non-Exempt

An employee covered by the minimum wage and overtime provision of the Fair Labor Standards Act: Non-exempt employees include hourly employees and some nonexempt salaried workers. Employees in these jobs must be compensated at their overtime rate for hours worked over forty (40) hours per week. This means that non-exempt employees' time worked must be recorded to be in compliance with FLSA.

B. Determination of Time Worked

1. Time Worked

Time worked includes all time that an employee is required to be physically at work for the City. Time worked is used to determine overtime pay requirements for nonexempt employees.

2. Time Not Worked

Per the Fair Labor Standards Act (FLSA), the City does **not** count the following provisions as time worked for general government employees:

a. **Paid leave**

Approved paid absences, including but not limited to sick leave or workers' compensation leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.

b. **Lunch or Dinner Periods**

Uninterrupted time off for lunch or dinner is not counted as time worked.

c. **Unapproved Work Away from Premises or at Home**

A nonexempt employee shall not be permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by the Department Head. If approved, work performed off the premises, job site, or at home by a nonexempt employee must be counted as time worked.

d. **Break Time**

Rest periods of 15 minutes or less are counted as time worked.

e. **Calculating Firefighting Personnel Time Worked**

Time not actually worked will be considered as hours worked when calculating FLSA half-time overtime payment for Section 207(k) firefighting personnel assigned to shift duty.

3. **Timekeeping Records**

It is the City's policy to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, the employee must record correctly all work time and review their paychecks promptly to identify and report all errors. Employees also must not engage in "off the clock" or unrecorded work.

Employees must review their pay stub to ensure accuracy.

The City will make every effort to ensure its employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes happen and are called to the City's attention, the City promptly will make any correction necessary.

(Employees are required to review the electronic pay stub to make sure it is correct. If an employee believes a mistake has occurred or if an employee has any questions, please contact Human Resources, immediately.

1. Non-exempt Employees

If an employee is eligible for overtime pay or extra pay (including pay due under our Policies and Procedures Manual), the employee must maintain a record of the total hours they work each day. These hours must be accurately recorded on a time sheet. When an employee submits a time sheet to their department head, the employee is verifying that the reported hours worked are complete and accurate (and that there is no unrecorded or "off the clock" work). The employee's time sheet must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each week, an employee should submit, if possible, a completed time sheet for verification and approval. When an employee receives each paycheck, the employee is required to verify immediately that they were paid correctly for all regular and overtime hours worked each workweek.

2. Exempt Employees

If an employee is classified as an exempt employee, the employee will receive a salary that is intended to compensate the employee for all hours that they may have worked. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during compensation studies, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work an employee performs.

An employee's exempt status will not be affected when the employee's pay is reduced or the employee is placed on leave without pay for absences, for personal reasons, or because of illness or injury of less than one workday when accrued leave is not used by the employee because:

- a. permission for its use has not been sought or has been sought and denied;
- b. accrued leave has been exhausted; or
- c. the employee chooses to use leave without pay.

Deductions from the pay of an exempt employee may be made for suspension of one or more full days imposed in good faith for disciplinary reasons for infractions or workplace conduct rules such as rules prohibiting sexual harassment, workplace violence, drug or alcohol use or for violations of state or federal laws. Such disciplinary deductions may only be made in full day increments.

An exempt employee's salary also may be reduced for certain types of deductions, such as the employee's portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or contributions to a retirement plan.

3. To Report Violations of This Policy, Communicate Concerns, or Obtain More Information It is a violation of the City's policy for any employee to falsify a time sheet, or to alter another employee's time sheet. It is also a violation of City policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time sheet to under- or over-report hours worked. Employees are prohibited from (1) incorrectly or falsely under-reporting hours worked, (2) altering another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) concealing any falsification of time records to violate this policy. Non-exempt employees are prohibited from working any hours outside of a scheduled workday unless the employee's supervisor has authorized the unscheduled work in advance. Non-exempt employees must not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and that time is recorded on their time sheet.

Non-exempt employees are prohibited from performing any "off the clock." "Off the clock" work means work an employee performs but fails to report on their time sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

If an employee has questions about deductions from their pay,

please contact Human Resources immediately. If an employee believes their wages have been subject to any improper deductions or their pay does not accurately reflect all hours worked, an employee must report their concerns to a supervisor immediately. If a supervisor is unavailable or if an employee believes it would be inappropriate to contact that person (or if an employee has not received a prompt and fully acceptable reply within three business days), an employee must immediately contact the Director of Human Resources/Risk Management.

Every report will be fully investigated, and corrective action will be taken, including the reimbursement of wages as applicable.

The city makes a good faith commitment to ensure any error will be corrected and compliance will occur in the future.

In addition, the City will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

6.06 Salary Continuation

PURPOSE:

To describe the salary continuation which can make up the difference between workers' compensation payments and the employee's basic take home pay, excluding overtime, shift differential, etc.

POLICY:

The City offers a ninety (90) day salary supplement for an employee who sustains an injury on the job and has been a full-time employee for more than one year.

The salary continuation benefit provides eligible regular full-time employees who have been employed with the City for more than one year and are injured during the course of employment with pay in addition to Temporary Income Benefits under the Texas Workers' Compensation Act. Salary continuation is available for employees (except for Police and Fire) injured on the job for a period of up to ninety (90) calendar days. Police and Fire personnel will adhere to the injury leave policy guidelines that indicate full paid leave for up to one year. The City will pay the difference between any worker's compensation Temporary Income Benefits payments and the employee's regular wages to provide the employee with his/her full salary for the period of ninety calendar days and will be discontinued after the ninety (90) calendar day period. Only workers who are on injury absence and are in compliance with this policy are eligible for salary supplement payments.

While on injury leave, the employee will not be eligible for merit raises or promotions. However, during the ninety calendar days of salary continuation, the employee will continue to accrue vacation, holiday and sick leave at the normal level. At the conclusion of salary continuation, paid leave accrual will cease until the employee returns to work.

Salary supplement payments may be suspended at any time for the employee's failure to comply with City policies, procedures, or directions. The following are grounds for denial or suspension of injury absence, including salary supplement payments and may also be grounds for disciplinary action, up to and including termination.

A. If employee is awaiting a final injury chargeability decision.

If employee engages in work, whether part-time for pay or as a volunteer, while off work receiving or requesting salary supplement payments.

If employee is terminated for any reason.

If an employee fails or refuses to comply with the instructions or advice of a treating physician to improve his/her condition.

If employee fails to act in a manner consistent with being off work convalescing.
If workers compensation indemnity payments are stopped.

7.06 Modified Duty

To outline the guidelines and procedures for assignment and use of alternative modified duty.

POLICY:

It is the City's goal to assist employees who have sustained on- or off-the-job injuries or illnesses in returning to work as soon as possible.

Our Return-to-Work program is designed to provide an injured employee, who is currently unable to perform his/her regular job duties, with temporary modified duty work during the period of medical recovery. Temporary modified duty opportunities will return employees to a meaningful assignment as soon as possible when they are unable to perform the full essential functions of their positions (with or without reasonable accommodation) due to the injury or illness.

To preserve the ability to meet the City's needs under changing conditions, the City reserves the right to change or supplement these guidelines at any time. The policies and procedures in this program are not a contractual commitment or a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or implied by this policy, nor is it designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as the Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.

DEFINITIONS:

Modified duty: Work assignments are temporary assignments that may be created in consideration of the employee's mental and physical capacities, the business needs of the City, and the availability of modified duty work. A modified duty assignment is developed by giving a description of the physical requirements of the assignment to the injured employee's attending medical professional, who determines if the proposed modified duty is within the employee's physical capability. The employee's Department Head has the ultimate responsibility for developing Modified duty work in the original department and arranging for employee participation, through consultation with the Human Resources Director or designee.

However, if the employee cannot perform any of the tasks available in the original department, the Human Resources Director or designee will assist in finding a suitable modified assignment in another department. The costs associated with the temporary assignment will continue to be charged to the employee's regular department.

A. Length of Modified Duty Assignments

All modified duty assignments are temporary. The length of each assignment is subject to departmental need and discretion, but the maximum length of any temporary assignment is three (3) calendar months except for **Police and Fire personnel, for whom the maximum length of temporary assignment is one year if on injury leave.** In general, modified duty assignments will end when the

employee's attending medical professional (1) releases him/her to return to regular work, (2) the employee is declared medically stationary or permanently restricted; or (3) the City determines that its business needs are not being served by the modified duty assignment.

9.02 Social Media Policy

Effective Date: 2/1/2018

Revision Date:

PURPOSE:

POLICY:

Social Media is content created by people using internet based “scalable” publishing technologies. Social media software tools allow groups to generate content and engage in peer-to-peer exchanges of information. Social media sites may include, but not limited to, Facebook, Twitter, LinkedIn, Instagram, Snapchat, Flickr, Myspace, Youtube, blogs, Wikis, chat rooms, and on-line forums. The City of Pampa encourages the use of social media to further the mission of the City and its departments. The City has an overriding interest in ensuring that those who speak on behalf of the City do so in a professional manner and with content that is both accurate and timely. This policy does not supersede any state or federal laws, or any other City and/or departmental policies regarding confidentiality, information dissemination, or standards of conduct. This policy is not a contract and the City reserves the right to make changes to this policy at any time. Each employee will receive a copy of this policy. Employees are required to read, sign and then return the policy signature page to the Human Resources Department to be placed in the employee’s Human Resources file.

A. PROCEDURES

1. Site Authorization

The City Manager shall have the sole discretion to determine which social media sites the City will participate in. These may include but are not limited to Facebook, Twitter, YouTube, etc.

As new tools develop the City Manager along with the Public Information and Division Directors will review their effectiveness in meeting the City’s goals for social media.

- a. The Public Information Officer will coordinate with staff to determine those social media sites which will provide opportunities for the City to reach residents, businesses and visitors.
- b. The Public Information Officer will review and make recommendations to the City Manager regarding the department’s plan for use of the sites. Information provided for review should include the position responsible for postings, types of information to be released, goals, audiences, and timeliness of information release.

- c. The City Manager may elect to authorize one or more social media sites to provide information on the City's programs.
- d. For each social media site approved for use by the City Manager, documentation may be developed which will provide operational guidelines, standards for managing accounts, design standards and administration standards.
- e. Site passwords must be maintained and safeguarded by the Division Director and given to the Public Information Officer to ensure continuity. "Ownership" of the site must remain with the City at all times.
- f. The Public Information Officer will periodically determine links "favorite pages" which can be attached to each social media site within each site's constraints and terminology. These are the only other sites which may be referenced on City pages.

2. Development of Site and Postings

Upon approval by the City Manager, the Department Head shall coordinate with the Public Information Officer to create the page(s). The Public Information Officer will appoint one staff person to coordinate and post each department's information. The actual posting to pages may be accomplished by the department's staff with the Public Information Officer's coordination.

Each City representative is responsible for content they post on City's social media sites. The following guidelines must be followed at all times.

- a. **Timeliness of Postings:** Ensure information is posted in a timely manner. When possible the information should be contemporaneously made available for posting to the social media sites, City website, and other approved media outlets.
- b. **Be Accurate:** Ensure facts are correct before posting to the site. Review content for grammatical and spelling errors. Information for posting will be reviewed by the Public Information Officer before posting. Employees may not knowingly communicate information which is inaccurate or deceptive. Information posted should be current, accurate,

complete and relevant. If mistakes are made, the department must be upfront and quick with a correction.

- c. **Identification:** Employees posting to social media sites on behalf of the City must identify themselves and position and take responsibility for the content they publish.
- d. **Respect copyrights and fair use:** When posting, attribute information to its source. All postings must comply with applicable federal, state and local laws, regulations and policies. This includes adherence to established laws including copyright, records retention, Freedom of Information Act and Privacy Laws.
- e. **Terms of Service:** Each social media site has specific terms of service which must be followed at all times.
- f. **Professionalism:** Posts on social media sites should remain professional in tone and be in good taste.
- g. **Photographs:** If photographs are being posted, ensure the appropriate releases have been signed, if necessary.
- h. **Content:** Content will be monitored to ensure adherence to the Social Media Policy.

3. **Content Specifically Prohibited**

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a means to foster communication between the City and the public. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Articles and comments containing any of the following shall not be allowed:

- a. Profane language or content.
- b. Solicitations of commerce.
- c. Conduct or encouragement of illegal, improper or illicit purposes through visual, textual or auditory posting.
- d. Content that promotes fosters or perpetuates discrimination on the basis of race, creed, religion, gender, marital status,

national origin, physical or mental disability or sexual orientation.

- e. Support or opposition of a political party, candidate(s) or ballot measure(s).
- f. Information which may compromise the safety or security of public infrastructure systems.
- g. Information which is deemed confidential as attorney-client privilege.
- h. Content which violates a legal ownership interest of another party such as a copyright.

4. Employee's Personal Use of Social Media

The City of Pampa recognizes the popularity of participating in online mediums and encourages its employees to communicate in various online forums. However, the City also recognizes the fact that an employee's conduct online, whether at work or outside work, is a direct reflection on the City. As such, the City has an interest in monitoring the public content of Social Media sites concerning content that affects its business and the interest of its citizens.

This Social Media Policy has been adopted in order to assist its employees by providing direction and guidance on their participation in the online social media arena.

- a. City time and equipment should not be used for updating social media sites, including updating personal pages or profiles. Time spent on social media sites should be limited as time spent on the telephone or internet is when conducting personal business.
- b. Employees may not use the City's logo, letterhead or other identifying material including pictures of themselves or co-workers wearing or displaying the City's logo.
- c. Employees are prohibited from making defamatory or discriminatory comments when discussing the City, the employee's superiors, co-workers and/or competitors. Anything an employee posts, says, or blogs online that could

potentially harm the City's reputation will ultimately be the employee's responsibility.

- d. Employees should exercise sound judgment and common sense when posting comments relating to the City.
- e. Employees may come across negative or disparaging posts about the City or see third parties trying to spark negative conversations online. Unless the employee is a certified spokesperson for the City, the employee should avoid the temptation to react to the posts and/or negative conversations. Pass the post(s) along to the City Manager's office, if known.
- f. Employees should always be conscious when mixing their business and personal lives. An employee's business and personal life will most likely intersect online. The City of Pampa respects the free expression of all of its employees, but employees should always remember that citizens, colleagues, and supervisors often have access to this online content. Information that may have originally been intended for just friends and family can be easily forwarded to other parties.
- g. Employees may not disclose any confidential or proprietary information about the City, its affiliates, vendors, or suppliers. This information includes but is not limited to business and financial information.
- h. Employees should be aware that taking public positions online that are not in the City's interest may cause conflict. Employees should never represent that they are communicating the views of the City of Pampa or do anything that might reasonably create the impression they are communicating on behalf of the City of Pampa if the employee does not have the authority to do so.
- i. Personal sites may be monitored to determine adherence with City policies.
- j. The City has an interest in maintaining an effective, efficient, and productive workplace. Employees are free to express themselves as private citizens on social media, so long as their speech does not: (1) impair the employee in

performing their duties; (2) disrupt the workplace, or harmony among coworkers; or (3) harm the reputation of the City among its citizens or impact the City's ability to efficiently provide public services.

- k. Employees should not have any expectation of privacy regarding communications sent and received using the City's equipment, including content posted on social media. Please see section 7.03(A) for the full policy regarding No Expectation of Privacy.

5. Prohibited Software/Applications/Developers on City-Owned or Leased Equipment

In accordance with Senate Bill 1893, the city prohibits the installation or use and requires the removal of TikTok or any successor application, or any other social media application specified by the Department of Information and Department of Public Safety, on any city-owned or leased electronic device, subject to certain exceptions for law enforcement or information security purposes.

6. Violations of this Policy

Employees found to be in violation of this policy will be subject to disciplinary action up to and including termination.

7. Framework – Content

- a. Type of Pages: The City will create pages within the social media tools terminology which best represents a business or organization. For Facebook, a "Fan" page should be developed, not a "Group" page.
- b. All pages must contain a City logo and contact information for the City offices including address, phone and email contacts.
- c. Departmental pages must include the mission and vision of the City and clearly identify the department as a unit of the City government.
- d. A link to the City's website must be present on each page.

- e. A "Page" administrator for department specific pages will be appointed by the Public Information Officer and will be responsible for posting content.
- f. City pages may show links to favorite sites which are specifically related to other City departments and functions. Outside entities will not be included unless appropriate to the theme of the page, i.e.: ISD, state parks department, etc.
- g. Applications should not be used unless they add value to the page and support the purpose for the page. Applications can cause security risks and may be removed if it is determined that a breach has developed.
- h. The primary purpose for a "twitter" type tool should be to get emergency information out, promote City sponsored events and refer followers to www.cityofpampa.org.
- i. Postings should be relevant and timely in order to add value to the reader.



CITY OF PAMPA AGENDA INFORMATION SHEET

AGENDA ITEM: 7

ITEM/PROJECT:	ORDINANCE NO. 1796 – RECORDS MANAGEMENT PROGRAM
MEETING DATE:	November 13, 2023
DESCRIPTION:	Consider approving on first reading Ordinance No. 1796, amending the City of Pampa's Records Management Program.
STAFF CONTACT:	Barbara Stucker, City Secretary
FINANCIAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A
START/COMPLETION SCHEDULE:	Ordinance 1796 effective when adopted by Commission on second and final reading.
RECOMMENDED ACTION:	Staff recommends Commission approve on first reading Ordinance No. 1796.
RECOMMENDED MOTION	I make a motion to approve on first reading Ordinance No. 1796, as presented.
BACKGROUND/ ADDITIONAL INFORMATION:	Ordinance 1796 with Records Management Policy attached

ORDINANCE NO. 1796

AN ORDINANCE AMENDING SECTIONS OF CHAPTER 1, GENERAL PROVISIONS, ARTICLE 1.06, RECORDS MANAGEMENT PROGRAM, BY REVISING AND AMENDING SECTIONS RELATED TO THE CITY'S RECORDS MANAGEMENT SYSTEM; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City previously established a Records Management Program as required by law and codified in the City's Code of Ordinances, Chapter 1, Article 1.06, Records Management Program, Sections 1.06.001 to 1.06.016; and

WHEREAS, some of these sections are outdated and need to be revised and updated; and

WHEREAS, it is necessary to repeal, replace, and add the following Sections to provide current regulations for the City's Records Management Program; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PAMPA, TEXAS:

SECTION I

- A. That the City of Pampa Code of Ordinances be amended as follows (for reference purposes, new additions to the Code of Ordinances are underlined and italicized with deleted or omitted provisions indicated by strike out type): The definition of Records management committee in Section 1.06.002 Additional definitions is hereby deleted and the definition of Records control schedule in Section 1.06.002 Additional definitions shall be repealed and replaced to read as follows:

Records control schedule. A document issued under authority of Subchapter C, Chapter 203, Local Government Code establishing minimum retention periods for City records.

- B. Section 1.06.004 Policy, shall be repealed and replaced to read as follows:

It is hereby declared to be the policy of the city to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all municipal records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition consistent with the requirements of the Texas Local Government Records Act and accepted records management practice. This policy shall apply to all employees and volunteers of the City.

- C. Section 1.06.006 Records management committee established, duties, is hereby repealed.

D. Section 1.06.007 Records management plan development; approval of plan; authority of plan, shall be repealed and replaced to read as follows:

(a) The records management officer and the City Manager shall develop a records management plan for the city for submission to the city commission. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be designed to enable the records management officer to carry out his or her duties prescribed by state law and this article effectively.

(b) Once approved by the city commission the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees or similar entities of the city and records shall be created, maintained, electronically stored, or disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this article and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the city.

E. Section 1.06.008 Duties of records management officer, subsections (12) through (15) shall be repealed and replaced to read as follows:

(12) Ensure that the maintenance, preservation, electronic storage, destruction or other disposition of municipal records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(13) Maintain records on the volume of records destroyed under approved records control schedules, the volume of records stored electronically, and the estimated cost and space saving as the result of such disposal or disposition;

(14) Report annually to the City Manager on the implementation of the records management plan in each department of the city, including summaries of the statistical and fiscal data compiled under subsection (13) above; and

(15) Bring to the attention of the City Manager noncompliance by department heads or other municipal personnel with the policies and procedures of the record management program or the Local Government Records Act.

F. Section 1.06.009 Duties and responsibilities of department heads, subsection (3) shall be repealed and replaced to read as follows:

(3) Maintain the records in his or her care and carry out their preservation, electronic storage, destruction or other disposition only in accordance with the policies and procedures of the records management program of the city and the requirements of this

article.

Section 1.06.012 Records control schedule development; approval; filing with state, shall be repealed and replaced to read as follows:

- (a) Appropriate records control schedules issued by the Texas State Library and Archive Commission shall be adopted by the Records Management Officer for use in the City, as provided by the law.
- (b) The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission.
- (c) Any destruction of records of the City will be in accordance with these schedules and the Local Government Records Act.

G. Section 1.06.013 Implementation of records control schedule; destruction of records under schedule, subsection (c) shall be repealed and replaced to read as follows:

- (c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the records management officer.

H. Section 1.06.014 Destruction of unscheduled records, is hereby repealed.

I. Section 1.06.016 Micrographics is hereby renamed to Electronic Storage, and shall be repealed and replaced to read as follows:

Unless an electronic storage program in a department is specifically exempted by order of the city commission, all electronic storage of records will be centralized and under the direct supervision of the records management officer. The records management plan will establish policies and procedures for the electronic storage of municipal records, including policies to ensure that all electronic storage is done in accordance with standards and procedures for the electronic storage of local government records established in rules of the state library and archives commission. The plan will also establish criteria for determining the eligibility of records for electronic storage and protocols for ensuring that an electronic storage program that is exempted from the centralized operations is, nevertheless, subject to periodic review by the records management officer as to cost-effectiveness, administrative efficiency and compliance with commission rules.

SECTION II

Repealer. All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

SECTION III

Severability. The provisions of this ordinance are declared to be severable. If any section, sentence, clause, or phrase of the ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in full force and effect; it being the legislative intent that this ordinance shall remain in effect notwithstanding the validity of any part.

SECTION IV

Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Commission and publication as may be required by governing law.

SECTION V

Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the *Open Meetings Act, Chapter 551, Gov't. Code*.

PASSED AND APPROVED on first reading this 13th day of November 2023.

PASSED, APPROVED, AND ADOPTED on second reading this 27th day of November 2023.

CITY OF PAMPA, TEXAS

By: _____
Lance DeFever, Mayor

ATTEST:

Barbara Stucker, City Secretary

APPROVED AS TO FORM:

Bryan J. Guymon, City Attorney



City of Pampa Records Management Program

November 2023

1. Purpose and Objectives

The City of Pampa is committed to transitioning to electronic record storage to enhance accessibility and alleviate physical storage space constraints. This Records Management Program outlines the procedures and responsibilities to achieve this objective, with the Records Management Officer (RMO) overseeing the program. All departments are required to designate a records liaison responsible for managing records within their respective departments, ensuring proper handling, annual purging, and adherence to established procedures.

2. Roles and Responsibilities

a. Records Management Officer (RMO)

- The City Secretary will act as the City's RMO.
- The RMO will oversee the City's Records Management Program.
- The RMO will provide guidance, training, and support for departmental records liaisons.
- The RMO will maintain and enforce city-wide records management policies.
- The RMO will centralize implementation and management of the Laserfiche program for all City of Pampa Departments.

b. Department Heads

- Department heads are responsible for designating a records liaison within their department.
- They will ensure that the records liaison has access to all departmental records and is familiar with the types of records maintained.

c. Records Liaisons

- Records liaisons are designated individuals within each department responsible for managing and maintaining records.
- Records liaisons will have access to both physical and electronic records within their department.

- They are responsible for annual purging of records to maintain the integrity and relevance of stored records.
- Purged records should be documented for disposal.

3. Annual Record Purging

a. Physical Records Purging

- Records liaisons are responsible for identifying and disposing of outdated or obsolete physical records annually.
- All physical record purging must be documented on the Records Disposition Form (RDF).

b. Electronic Records Purging

- Records liaisons are responsible for reviewing electronic records and identifying those that are no longer required or relevant.
- Electronic records should be disposed of in accordance with approved procedures and documented as needed.

4. Record Destruction

- Records, whether physical or electronic, should NOT be destroyed without proper documentation and approval.
- Records liaisons must complete the Records Disposition Form (RDF) for each record to be destroyed.
- The RDF **must** be submitted to the RMO for approval before any record destruction occurs.

5. Use of Records Centers

- The City of Pampa maintains three dedicated records centers within City Hall for the storage of physical records that are not stored electronically or within departmental offices. These centers include:
 1. **The Vault:** This secure room serves as the central repository for the storage of permanent and historical hard copy records. The Vault is designed to ensure the safekeeping and preservation of valuable records.
 2. **Third Floor Records Center:** Located on the third floor within the finance department, the Third Floor Records Center is designated for the storage of master copies of vital and permanent

records. This center is equipped to safeguard essential records and ensure their accessibility when needed.

3. **Police Records Room:** A separate room is used solely for the storage of police department records. This room ensures the secure storage of law enforcement records and supports the confidentiality and integrity of sensitive information.

- Any items intended for storage within these records centers must adhere to specific criteria before placement. These criteria must be met, and all submissions must be approved by the RMO and the City Manager. This protocol ensures the organized and secure storage of records and contributes to the efficient management of the City's information assets.

6. Training and Compliance

- The RMO will provide training and guidance to records liaisons to ensure they understand their responsibilities.
- All departments are responsible for complying with this program and ensuring their records liaisons are informed and trained accordingly.

7. Record Transition to Electronic Storage

- Departments should actively work toward transitioning as many records as possible to electronic format to streamline accessibility and reduce the need for physical storage space.

8. Reporting and Auditing

- The RMO will conduct periodic audits to ensure compliance with this program and adherence to established procedures.

By implementing these procedures, the City of Pampa aims to improve record management efficiency, reduce storage costs, and enhance accessibility to information while maintaining compliance with relevant regulations.



**CITY OF PAMPA
AGENDA INFORMATION SHEET**

AGENDA ITEM 8:

ITEM/PROJECT: EXECUTIVE SESSION

MEETING DATE: November 13, 2023

DESCRIPTION: EXECUTIVE SESSION: The City Commission will convene into closed session in accordance with Texas Local Government Code 551.072 – Deliberations regarding real property.

RECONVENE: The City Commission will reconvene to act, if necessary, regarding matters discussed in Executive Session.

STAFF CONTACT: Commission Members